



Thurston Conservation District Board of Supervisors Work Session Topic List & Board Meeting Agenda

July 22, 2026, 5:00 pm - 7:55 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Firewise USA, *Jae Townsend*
3. Community Partner Presentation, Biocellulose as an Alternative to Plastic, *Leslie Melnyk*
4. Board Recruitment Update, *All*
5. Rates and Charges Update, *All*
6. Local Jurisdiction Presentations Update, *Chair TJ Johnson and Executive Director Sarah Moorehead*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 pm – 7:55 pm

- | | |
|--|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 6:40 PM
5 minutes |
| A. June, 24 2026, Board Work Session & Meeting Minutes | |
| B. July 2026 Financial Report | |
| C. FY26-27 WSCC Sustainable Farms and Fields Funding Agreement | |
| D. FY26 WSCC Implementation Funding Agreement | |
| E. FY26-29 Western SARE-Montana State University Funding Agreement | |
| F. FY26 Simmons & Sons Contracting, Inc. Vendor Agreement | |
| G. FY26-29 Greenprint Vendor Agreement | |
| H. TCD Policy & Procedures – Section 1: Establishing Policies and Procedures | |

- I. TCD Policy & Procedures – Section 2: Organizational Structure
- J. TCD Policy & Procedures – Section 3: Board Meetings
- K. TCD Policy & Procedures – Section 4: Board of Supervisor Elections

4. Public Comment	6:45 PM
*Three minutes per person	10 minutes
5. Partner Reports (if present)	6:55 PM
A. Natural Resources Conservation Service, (NRCS) <i>Tara Donohoe</i>	15 minutes
B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>	
C. Washington Association of Conservation Districts (WACD), <i>Sarah Moorehead</i>	
6. Governance, All – Action Item	7:10 PM
A. Mid-year Budget Review	10 minutes
B. August 26, 2026 Work Session Topic List & Meeting Agenda Development	
7. Executive Session: To consider the selection of a site or the acquisition of real estate	7:20 PM
<i>RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i>	15 minutes
8. Executive Session Report Out – Action Item	7:35 PM
	5 minutes
9. Executive Session: To discuss potential litigation	7:40 PM
<i>RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency litigation or potential litigation.</i>	10 minutes
10. Executive Session Report Out – Action Item	7:50 PM
	5 minutes
Adjourn	7:55 PM

Informational Only Items:

- I. *Executive Director's Report*

Important Future Dates

August 2026

Thurston County Fair Tabling	July 30- Aug 2
NACD SW and Pacific Region Meeting, Guam	Aug 24-28
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Aug 26

September 2026

TCD Legislative Tour 9:00 a.m. - 4:00 p.m.	Sept 2
TCD Closed, Labor Day	Sept 7
WACD Board Meeting 6:00 -8:30 p.m.	Sept 21
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Sept 23

October 2026

TCD Growers Conference	Oct 2
TCD Harvest Festival & Bulb & Seed Sale	Oct 3
WACD Southwest Area Meeting	TBD
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 28

Item

3



Thurston Conservation District Consent Agenda Decision Sheet July, 22 2026 Board Meeting

-
- A. June 24, 2026 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. July 2026 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- C. FY26-27 WSCC Sustainable Farms and Fields Funding Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. FY26 WSCC Implementation Funding Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- E. FY26-29 Western SARE-Montana State University Funding Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- F. FY26 Simmons & Sons Contracting, Inc. Vendor Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

G. FY26-29 Greenprint Vendor Agreement

- a. Proposed action: accept without amendment and approve.
- b. Action was taken:
 - ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

H. TCD Policy & Procedures – Section 1: Establishing Policies and Procedures

- a. Proposed action: accept without amendment and approve.
- b. Action was taken:
 - ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

I. TCD Policy & Procedures – Section 2: Organizational Structure

- a. Proposed action: accept without amendment and approve.
- b. Action was taken:
 - ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

J. TCD Policy & Procedures – Section 3: Board Meetings

- a. Proposed action: accept without amendment and approve.
- b. Action was taken:
 - ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

K. TCD Policy & Procedures – Section 4: Board of Supervisor Elections

- a. Proposed action: accept without amendment and approve.
- b. Action was taken:
 - ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON
ON July 22, 2026, AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Marianne Tompkins, Board Vice-Chair

Doug Rushton, Board Auditor

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

June 24, 2026

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 p.m. – 6:00 p.m.

Actual Meeting Time: 5:00 p.m. – 6:03 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Taylor Sherrow, TCD Staff

Ashley Lewis, TCD Staff

Ben Cushman, TCD Legal Counsel

Tara Donohue, National Resource

Conservation Service (NRCS)

Erica Guttman, WSU, Native Plant Salvage
Foundation

- 1 **1.** Topic List Review, *All*
- 2 **2.** Partner Presentation: Native Plant Salvage Foundation, *Erica Guttman*
- 3 **3.** Staff Presentation: Crew Project Update, *Taylor Sherrow & Ashley Lewis*
- 4 **4.** TCD Policy 5.9 Public Access to District Facilities and Events
- 5 **5.** WADE Debrief, *Executive Director Moorehead & Doug Rushton*
- 6 **6.** Conservation and Education Center (CEC) Development, *All*
- 7 **7.** Local Jurisdiction Work Session Presentations, *All*
- 8 **8.** Board Member Recruitment & Succession Planning, Executive Director Morehead &
- 9 Chair Johnson
- 10 **9.** Important Updates & Announcements
- 11 a. Board of Supervisors, *All*
- 12 b. Executive Director, *Executive Director Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

June 24, 2026

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 8:05 p.m.

Actual Meeting Time: 6:30 pm – 7:10 p.m.



Present at Board Meeting:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

Doug Rush Rushton, TCD Board Supervisor

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Tara Donohue, National Resource

Conservation Service (NRCS)

Summary of Action Items

- 1 • None.

Summary of Motions Passed

- 2
- 3 *Supervisor Rushton moved to approve the amended Agenda. Supervisor Colvin seconded.*
- 4 *Motion passed unanimously, (4-0).*
- 5 *Supervisor Tompkins moved to approve the amended Consent Agenda. Supervisor Rushton*
- 6 *seconded. Motion passed unanimously, (4-0).*
- 7 *Supervisor Rushton moved to approve TCD Resolution #2026-03: Proposing a System of Rates*
- 8 *and Charges. Supervisor Colvin seconded. Motion passed, (4-0).*
- 9 *Supervisor Tompkins moved to approve TCD Resolution #2026-04: Establishing Landowner*
- 10 *Rates and Charges Appeals Process. Supervisor Rushton seconded. Motion passed, (4-0).*
- 11 *Supervisor Rushton moved to approve the amended TCD Policy 5.9 Public Access to District*
- 12 *Facilities and Events. Supervisor Tompkins seconded. Motion passed, (4-0).*
- 13 *Supervisor Colvin moved to adjourn the June 24, 2026 TCD Board Meeting. Supervisor*
- 14 *Thompkins seconded. Motion passed unanimously, (4-0).*

Full Version of the Minutes

Welcome & Introductions

- 15
- 16 At 6:30 p.m., TCD Board Chair TJ Johnson called the June 24, 2026 Regular Board Meeting to
- 17 order. TCD Board, Staff, members of the public, and legal counsel were introduced by Board
- 18 Chair Johnson. He announced that the meeting was being video recorded. TCD Supervisors,
- 19 Johnson, Tompkins, Rushton, Colvin and Executive Director Moorehead attended the meeting
- 20 in person at the TCD office. Supervisors Iyall was absent and excused.

21 **Agenda Review**

22 The Board of Supervisors removed from the Consent Agenda the *TCD Policy 5.9 Public Access to*
23 *District Facilities and Events* to be voted on separately. The Board of Supervisors also decreased
24 the length of time from 15 minutes to 10 minutes for item 9 Executive Session: To consider the
25 selection of a site or the acquisition of real estate.

26 ***Supervisor Rushton moved to approve the amended Agenda. Supervisor Colvin seconded.***
27 ***Motion passed unanimously, (4-0).***

28 **Consent Agenda**

- 29 A. May 27, 2026, Board Work Session & Meeting Minutes
30 B. June 2026 Financial Report
31 C. FY25-27 WA State Dept of Ecology Stormwater Funding Agreement
32 D. FY26-27 Thurston County Net Ecological Gain Funding Agreement

33 ***Supervisor Tompkins moved to approve the amended Consent Agenda. Supervisor Rushton***
34 ***seconded. Motion passed unanimously, (4-0).***

35 **Public Comment**

36 No member of the public gave comment.

37 **Partner Reports**

- 38 A. National Resources Conservation Service (NRCS) Update, Tara Donohue
39 • Ms. Donohue gave an update.
40 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
41 • Mr. Giuntoli was not present.
42 C. Washington Association of Conservation Districts (WACD) Update, Sarah Moorehead
43 • Executive Director Moorehead gave an update.

44 **TCD Resolution #2026-03: Proposing a System of Rates and Charges**

45 ***Supervisor Rushton moved to approve TCD Resolution #2026-03: Proposing a System of Rates***
46 ***and Charges. Supervisor Colvin seconded. Motion passed unanimously, (4-0).***

47 **TCD Resolution #2026-04: Establishing Landowner Rates and Charges Appeals Process**

48 ***Supervisor Thompkins moved to approve TCD Resolution #2026-04: Establishing Landowner***
49 ***Rates and Charges Appeals Process. Supervisor Rushton seconded. Motion passed***
50 ***unanimously (4-0).***

51 **Governance**

- 52 A. TCD Policy 5.9 Public Access to District Facilities and Events

53 ***Supervisor Rushton moved to approve the amended TCD Policy 5.9 Public Access to District***
54 ***Facilities and Events. Supervisor Tompkins seconded. Motion passed, (4-0).***

B. July 22, 2026 Work Session Topic List & Meeting Agenda Development

Work Session

- Topic List Review, *All*
- Staff Presentation: Firewise USA: *Jae Townsend*
- Community Partner Presentation: BioCellulose as an Alternative to Plastic, *Leslie Melnyk*
- Board Recruitment Update, *All*
- Conservation and Education Center (CEC) Development, *All*
- Important Updates & Announcements
 - Board of Supervisors, *All*
 - Executive Director, *Sarah Moorehead*

Board Meeting Agenda

- Welcome, Introductions, Audio Recording Announcement
- Agenda Review
- Consent Agenda
 - June 24, 2026 Board Work Session & Meeting Minutes
 - July 2026 Financial Report
- Public Comment
- Partner Reports (if present)
 - National Resources Conservation Service
 - Washington State Conservation Commission
 - Washington Association of Conservation Districts
- Governance, *All*
 - Mid-year Budget Review
 - August 26, 2026 Work Session Topic List & Meeting Agenda Development
- **Executive Session:** to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
- **Executive Session:** to discuss with legal counsel representing the agency litigation or potential litigation.

Executive Session: To consider the selection of a site or the acquisition of real estate

RCW 42.30.110(1b) To discuss with legal counsel representing the agency litigation or potential litigation.

The Executive Session opened at 6:49 pm to last for no more than 10 minutes and concluded at 6:59 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton, Colvin and Executive Director Moorehead and legal counsel Ben Cushman.

Executive Session Report Out

No action was taken.

93 **Executive Session: To discuss potential litigation**

94 RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency litigation or potential
95 litigation.

96 The Executive Session opened at 7:00 pm to last for no more than 10 minutes and concluded at
97 7:10 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton, Colvin and
98 Executive Director Moorehead and legal counsel Ben Cushman.

99 **Executive Session Report Out**

100 No action was taken.

101 ***Supervisor Colvin moved to adjourn the June 24, 2026 TCD Board Meeting. Supervisor***
102 ***Thompkins seconded. Motion passed unanimously, (4-0).***

103 **Adjourn 7:10 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District July 2026 Financial Notes



June and Year-to-Date (YTD) Profit & Loss (P&L)

1. The District experienced a net income of \$35,911 for June. Last month, the District reported a net income loss of \$61,556. Expenses were actually higher by 6% in June (\$432,500) compared to May (\$408,149). The difference between the two months lies in the income reported for June compared to May. In June, TCD earned \$468,411 compared to May, when TCD earned \$346,593; a difference of 35%. This bump in income was due to two factors – 1) quarterly invoicing, but 2) primarily the end-of-the-state-biennium focus to spend down state grants that expired June 30th.
2. For the year, TCD has earned a YTD net income loss of \$83,601.

Previous Year YTD P&L Comparison

3. *Repairs & Maintenance* expenses are up this year. This is partially due to repairs for the no-till drill, but primarily due to increased maintenance required for District vehicles. A couple of TCD's vehicles are getting older and require more maintenance.

Unrestricted Budget vs Actual

4. Please see the Mid-Year Revised Budget in this packet for the proposed adjustments to the budget.

Thurston Conservation District
Profit & Loss
June 2026

	Jun 26
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	151.64
3451130 · Poultry Equipment & Tool Rentals	242.65
Total 3451100 · Soil/Water Conservation Ser...	394.29
Total 3400000 · Charges for Goods and Servi...	394.29
3300000 · Grant Revenues	464,320.38
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	3,313.63
3610000 · Interest and Other Earnings	383.18
Total 3600000 · Miscellaneous Revenues	3,696.81
Total Income	468,411.48
Gross Profit	468,411.48
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	254,144.81
5314000 · Intern Stipends	4,708.40
5314102 · Audit & Accounting	947.55
5314103 · Computer Services	4,062.60
5314100 · Professional Services	7,117.20
5314400 · Advertising	245.71
5314203 · Printing Services	1,095.19
5314104 · Janitorial Services	700.00
5314501 · Office Rent	8,680.00
5314700 · Utilities	453.32
5314503 · Equipment Leases	206.86
5314504 · Vehicle Leases	514.96
5314200 · Communications	1,880.12
5354800 · Repairs & Maintenance	162.99

Thurston Conservation District
Profit & Loss
June 2026

	Jun 26
5314505 · Software Licenses	851.67
5313101 · Office Supplies	144.08
5314202 · Postage & Shipping	255.90
5314902 · Organizational Dues	150.00
5314307 · Licenses and Permits	15.45
5314117 · Soil Testing	219.06
Project Expenses	4,563.16
5314302 · Staff - Conference & Training	906.04
5314306 · Board - Conference & Training	91.48
5314300 · Staff - Travel	1,572.17
5314301 · Board Travel	603.45
5314108 · Construction & Restoration Work	39,475.10
5314109 · Cost Share	65,508.46
5314110 · Bank Fees & Interest Charges	3.27
5314111 · Late Fees & Penalties	-9.43
560000 · Sub-Awards / Pass-Through	28,087.08
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	383.94
5945364 · Computer Hardware	4,759.81
Total 5945360 · Capital Outlays	5,143.75
Total Expense	432,500.40
Net Ordinary Income	35,911.08
Net Income	35,911.08

Thurston Conservation District
Profit & Loss
January through June 2026

	Jan - Jun 26
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	3,825.64
3451120 · Nutrient Spreader Rentals	147.58
3451121 · No-Till Drill Rentals	474.12
3451130 · Poultry Equipment & Tool Rentals	733.74
3451140 · Plant Sales	38,385.89
3451150 · Partner Fee for Service	17,200.87
Total 3451100 · Soil/Water Conservation Ser...	60,767.84
Total 3400000 · Charges for Goods and Servic...	60,767.84
3300000 · Grant Revenues	1,788,159.44
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	326,973.23
3670000 · Nongovernmental Contributions	
3671200 · Private Contributions	9,600.00
Total 3670000 · Nongovernmental Contributi...	9,600.00
3610000 · Interest and Other Earnings	1,854.55
Total 3600000 · Miscellaneous Revenues	338,427.78
Total Income	2,187,355.06
Gross Profit	2,187,355.06
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,472,682.73
5314000 · Intern Stipends	5,208.40
5314101 · Legal Fees & Services	10,000.00
5314102 · Audit & Accounting	1,955.76
5314103 · Computer Services	22,368.26
5314100 · Professional Services	52,308.29
5314400 · Advertising	572.79
5314203 · Printing Services	2,572.06
5314104 · Janitorial Services	4,550.00
5314501 · Office Rent	52,080.00
5314700 · Utilities	4,051.50

9:05 AM

07/17/26

Accrual Basis

Thurston Conservation District

Profit & Loss

January through June 2026

	Jan - Jun 26
5314503 · Equipment Leases	2,070.35
5314504 · Vehicle Leases	2,913.59
5314200 · Communications	9,749.03
5313102 · Photocopier Usage	280.12
5354800 · Repairs & Maintenance	6,126.51
5314505 · Software Licenses	17,332.17
5313101 · Office Supplies	1,821.86
5314202 · Postage & Shipping	1,249.50
5314902 · Organizational Dues	1,581.00
5314307 · Licenses and Permits	138.45
5314117 · Soil Testing	2,606.71
5313401 · Plants for Resale	36,756.82
Project Expenses	33,302.32
5314302 · Staff - Conference & Training	11,835.01
5314306 · Board - Conference & Training	63.98
5314300 · Staff - Travel	8,381.58
5314301 · Board Travel	1,938.38
5314108 · Construction & Restoration Work	196,042.21
5314109 · Cost Share	94,341.72
5314110 · Bank Fees & Interest Charges	58.27
5314600 · Liability Insurance Premiums	15,552.10
5314111 · Late Fees & Penalties	0.00
560000 · Sub-Awards / Pass-Through	184,483.56
66300 · Sales Tax Adjustments	890.98
5945360 · Capital Outlays	
5945369 · Tenant Improvements	2,990.82
5945363 · Equipment & Office Furniture	1,750.67
5945364 · Computer Hardware	8,348.69
Total 5945360 · Capital Outlays	13,090.18
Total Expense	2,270,956.19
Net Ordinary Income	-83,601.13
Net Income	-83,601.13

**Thurston Conservation District
Profit & Loss Prev Year Comparison**

January through June 2026

	Jan - Jun 26	Jan - Jun 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	3,825.64	4,039.88	-214.24	-5.3%
3451120 · Nutrient Spreader Rentals	147.58	107.66	39.92	37.1%
3451121 · No-Till Drill Rentals	474.12	83.89	390.23	465.2%
3451130 · Poultry Equipment & Tool Rentals	733.74	1,428.45	-694.71	-48.6%
3451140 · Plant Sales	38,385.89	24,664.19	13,721.70	55.6%
3451150 · Partner Fee for Service	17,200.87	0.00	17,200.87	100.0%
Total 3451100 · Soil/Water Conservation Ser...	60,767.84	30,324.07	30,443.77	100.4%
3417000 · Sales of Merchandise	0.00	1,207.40	-1,207.40	-100.0%
Total 3400000 · Charges for Goods and Services	60,767.84	31,531.47	29,236.37	92.7%
3300000 · Grant Revenues	1,788,159.44	2,309,258.53	-521,099.09	-22.6%
3600000 · Miscellaneous Revenues				
3699100 · Miscellaneous Other	0.00	1,939.46	-1,939.46	-100.0%
3685000 · Special Assessments - Service	326,973.23	322,427.48	4,545.75	1.4%
3670000 · Nongovernmental Contributions				
3671200 · Private Contributions	9,600.00	1,122.43	8,477.57	755.3%
Total 3670000 · Nongovernmental Contributi...	9,600.00	1,122.43	8,477.57	755.3%
3610000 · Interest and Other Earnings	1,854.55	1,392.93	461.62	33.1%
Total 3600000 · Miscellaneous Revenues	338,427.78	326,882.30	11,545.48	3.5%
Total Income	2,187,355.06	2,667,672.30	-480,317.24	-18.0%
Gross Profit	2,187,355.06	2,667,672.30	-480,317.24	-18.0%
Expense				
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	1,472,682.73	1,280,001.98	192,680.75	15.1%
5314000 · Intern Stipends	5,208.40	4,295.00	913.40	21.3%
5314101 · Legal Fees & Services	10,000.00	12,000.00	-2,000.00	-16.7%
5314102 · Audit & Accounting	1,955.76	2,974.18	-1,018.42	-34.2%
5314103 · Computer Services	22,368.26	15,025.47	7,342.79	48.9%
5314100 · Professional Services	52,308.29	271,606.76	-219,298.47	-80.7%
5314400 · Advertising	572.79	2,118.57	-1,545.78	-73.0%
5314203 · Printing Services	2,572.06	9,498.04	-6,925.98	-72.9%
5314104 · Janitorial Services	4,550.00	3,850.00	700.00	18.2%
5314501 · Office Rent	52,080.00	50,562.00	1,518.00	3.0%
5314700 · Utilities	4,051.50	2,511.12	1,540.38	61.3%
5314503 · Equipment Leases	2,070.35	2,609.91	-539.56	-20.7%
5314504 · Vehicle Leases	2,913.59	3,088.24	-174.65	-5.7%
5314200 · Communications	9,749.03	9,219.68	529.35	5.7%
5313102 · Photocopier Usage	280.12	428.29	-148.17	-34.6%
5354800 · Repairs & Maintenance	6,126.51	3,637.86	2,488.65	68.4%
5314505 · Software Licenses	17,332.17	17,710.45	-378.28	-2.1%
5313101 · Office Supplies	1,821.86	2,550.28	-728.42	-28.6%
5313103 · Promotional Items	0.00	3,006.88	-3,006.88	-100.0%
5314202 · Postage & Shipping	1,249.50	998.12	251.38	25.2%
5314902 · Organizational Dues	1,581.00	1,491.00	90.00	6.0%
5314307 · Licenses and Permits	138.45	274.95	-136.50	-49.7%
5314117 · Soil Testing	2,606.71	2,936.41	-329.70	-11.2%
5313401 · Plants for Resale	36,756.82	23,839.44	12,917.38	54.2%
Project Expenses	33,302.32	56,018.21	-22,715.89	-40.6%

9:10 AM
07/17/26
Accrual Basis

**Thurston Conservation District
Profit & Loss Prev Year Comparison**

January through June 2026

	Jan - Jun 26	Jan - Jun 25	\$ Change	% Change
5314302 · Staff - Conference & Training	11,835.01	15,508.28	-3,673.27	-23.7%
5314306 · Board - Conference & Training	63.98	567.95	-503.97	-88.7%
5314300 · Staff - Travel	8,381.58	14,547.47	-6,165.89	-42.4%
5314301 · Board Travel	1,938.38	473.82	1,464.56	309.1%
5314119 · Cultural Resources	0.00	17,833.05	-17,833.05	-100.0%
5314108 · Construction & Restoration Work	196,042.21	184,666.52	11,375.69	6.2%
5314109 · Cost Share	94,341.72	293,300.23	-198,958.51	-67.8%
5314110 · Bank Fees & Interest Charges	58.27	25.86	32.41	125.3%
5314600 · Liability Insurance Premiums	15,552.10	21,176.48	-5,624.38	-26.6%
5314111 · Late Fees & Penalties	0.00	0.00	0.00	0.0%
560000 · Sub-Awards / Pass-Through	184,483.56	133,988.55	50,495.01	37.7%
66300 · Sales Tax Adjustments	890.98	19.59	871.39	4,448.1%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	2,990.82	0.00	2,990.82	100.0%
5945367 · Restoration Equipment	0.00	24,865.76	-24,865.76	-100.0%
5945363 · Equipment & Office Furniture	1,750.67	1,730.33	20.34	1.2%
5945364 · Computer Hardware	8,348.69	6,315.10	2,033.59	32.2%
Total 5945360 · Capital Outlays	13,090.18	32,911.19	-19,821.01	-60.2%
Total Expense	2,270,956.19	2,497,271.83	-226,315.64	-9.1%
Net Ordinary Income	-83,601.13	170,400.47	-254,001.60	-149.1%
Net Income	-83,601.13	170,400.47	-254,001.60	-149.1%

Thurston Conservation District
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	151,197.49
3081001 · Checking-7444 Timberland	1,823.69
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Res...	4,194.90
3088022 · Saving-129 Beneficial CEC	69,597.84
Total 3088020 · Savings Accounts	73,792.74
3092001 · LGIP Investment Account	50,896.35
3088030 · Counter Cash	333.38
3088040 · PayPal Account	707.36
Total Checking/Savings	278,751.01
Accounts Receivable	860,777.67
Other Current Assets	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	3,665.00
3090508 · Refundable Deposit Paid	450.00
3090501 · Prepaid Insurance	9,709.22
3090507 · Security Deposit - Tilley C...	8,427.00
Total 3090500 Prepaid Accounts	22,251.22
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	11,986.80
Total Other Current Assets	36,904.58
Total Current Assets	1,176,433.26
Fixed Assets	
3090600 · Tenant Improvements	66,750.00
Total Fixed Assets	66,750.00
TOTAL ASSETS	1,243,183.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	20,035.63
Credit Cards	13,485.50

Thurston Conservation District
Balance Sheet
As of June 30, 2026

	<u>Jun 30, 26</u>
Other Current Liabilities	
3471000 · Grant Advances	
3471200 · WSCC Advances	<u>119,935.08</u>
Total 3471000 · Grant Advances	119,935.08
3861100 · Sales Tax Payable	306.58
3861000 · Payroll Liabilities	<u>278,236.53</u>
Total Other Current Liabilities	<u>398,478.19</u>
Total Current Liabilities	<u>431,999.32</u>
Total Liabilities	431,999.32
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	607,239.86
Net Income	<u>-83,601.13</u>
Total Equity	<u>811,183.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,243,183.26</u></u>

2026 Unrestricted Budget vs Actual



June 50%

	Account Name	2026 Budget	2026 Actual	\$ Over Budget	% of Budget Spent
1	☒ Income	1,314,063	626,185	-687,878	47.65%
2	☒ Retail Sales	82,350	45,422	-36,928	55.16%
3	☒ Food Production and Consumption	2,900	734	-2,166	25.30%
4	Poultry Equipment & Tool Rentals	2,900	734	-2,166	25.30%
5	☒ Soil Conservation and Health	7,550	4,447	-3,103	58.91%
6	Soil Testing	6,500	3,826	-2,674	58.86%
7	Nutrient Spreader Rentals	700	148	-552	21.08%
8	No-Till Drill Rentals	350	474	124	135.46%
9	☒ Community Outreach and Education	68,900	38,386	-30,514	55.71%
10	Plant Sales	68,900	38,386	-30,514	55.71%
11	☒ Other Income	3,000	1,855	-1,145	61.82%
12	Contributions Private	0	0	0	N/A
13	Interest Income	3,000	1,855	-1,145	61.82%
14	Miscellaneous Income	0	0	0	N/A
15	☒ Grant Revenue	126,713	0	-126,713	0.00%
17	Rates and Charges	565,000	326,973	-238,027	57.87%
18	☒ Overhead	540,000	253,791	-286,209	47.00%
19	Overhead Allocation	518,000	245,072	-272,928	47.31%
20	Vehicle Allocation	22,000	8,719	-13,281	39.63%
21	2025 Carry Overs	30,000	30,000	0	100.00%
22	☒ Program Allocation	585,000	292,544	-292,456	50.01%
23	☒ Priority 1: Protect & Restore Natural Resources	50,000	19,440	-30,560	38.88%
24	Working Lands Preservation Initiative	10,000	0	-10,000	0.00%
25	Conservation TA	40,000	19,440	-20,560	48.60%
26	☒ Priority 2: Build Climate Resilience and Disaster Preparedness	62,200	32,518	-29,682	52.28%
27	Food Processing and Tools Rentals	25,000	10,978	-14,022	43.91%
28	Soil Health Testing	27,000	15,270	-11,730	56.56%
29	Nutrient Spreader Rentals	5,200	1,501	-3,699	28.87%
30	No-Till Drill Rentals	5,000	4,769	-231	95.37%
31	☒ Priority 3: Create Community, Access, and Equity	283,500	170,568	-112,932	60.17%
32	Farm Link and Land Access	1,000	0	-1,000	0.00%
33	Conservation & Education Center	60,000	24,373	-35,627	40.62%
34	District Communications	60,000	34,462	-25,538	57.44%
35	Plant Sale	75,000	62,634	-12,366	83.51%
36	Elections	20,000	12,558	-7,442	62.79%
37	SS Green	45,000	27,265	-17,735	60.59%
38	Envirothon	4,000	4,000	0	100.00%
39	Teens in Thurston Volunteer Program	2,500	1,919	-581	76.76%
40	Website ADA Compliance	10,000	366	-9,634	3.66%
41	TCD Signage	6,000	2,991	-3,009	49.85%
42	☒ Priority 4: Invest in Organizational Excellence and Leadership	189,300	70,017	-119,283	36.99%

	Account Name	2026 Budget	2026 Actual	\$ Over Budget	% of Budget Spent
43	Investing in Future Conservation	33,000	14,193	-18,807	43.01%
44	Employee Recruitment	3,300	3,925	625	118.93%
45	Partnership Building	40,000	23,957	-16,043	59.89%
46	Advocacy Activities	40,000	14,876	-25,124	37.19%
47	Rates & Charges Initiative (Including Rate Study)	47,000	6,629	-40,371	14.10%
48	Staff Conference & Training	18,000	3,732	-14,268	20.73%
49	Board-led Initiatives and Meeting Supplies	2,000	465	-1,535	23.27%
50	Board Conference, Training, and Travel	6,000	2,239	-3,761	37.32%
51	Administrative Expenses	651,105	354,872	-296,233	54.50%
52	Administrative Salaries & Benefits	338,000	208,608	-129,392	61.72%
53	36-Hour Leave Accrual Adjustment	8,050	8,050	0	100.00%
54	Professional Services	81,884	33,428	-48,456	40.82%
55	Legal Services	24,000	10,000	-14,000	41.67%
56	Audit & Accounting	11,484	1,883	-9,601	16.40%
57	Computer Services	42,000	21,545	-20,455	51.30%
58	Professional Services	4,400	0	-4,400	0.00%
59	Facility and Maintenance	120,260	60,987	-59,273	50.71%
60	Janitorial Services	9,100	4,550	-4,550	50.00%
61	Office Rent	104,160	52,080	-52,080	50.00%
62	Utilities	5,000	3,718	-1,283	74.35%
63	Equipment & Office Furniture	2,000	639	-1,361	31.97%
64	Technology	31,285	16,403	-14,882	52.43%
65	Office Equipment Leases	2,968	1,484	-1,484	50.00%
66	Communications	18,084	8,854	-9,230	48.96%
67	Photocopier Usage	700	280	-420	40.02%
68	Computer Hardware Purchases	3,000	1,110	-1,890	36.99%
69	Computer Software	6,533	4,676	-1,857	71.57%
70	Vehicles	22,283	9,247	-13,036	41.50%
71	Vehicle Leases	7,783	2,914	-4,869	37.44%
72	Vehicle Repairs & Maintenance	6,500	2,782	-3,718	42.80%
73	Vehicle Fuel	8,000	3,552	-4,448	44.40%
74	Supplies	10,968	2,576	-8,392	23.49%
75	Office Supplies	4,000	1,070	-2,930	26.76%
76	Postage & Shipping	200	150	-50	75.00%
77	Organizational Dues	6,668	1,356	-5,312	20.34%
78	Licenses & Permits	100	0	-100	0.00%
79	Insurance and Banking	38,375	15,572	-22,803	40.58%
80	Bank Fees & Interest Charges	750	20	-730	2.67%
81	Liability Insurance Premiums	37,625	15,552	-22,073	41.33%
82	Late Fees & Penalties	0	0	0	N/A
83	Savings	107,958	0	-107,958	0.00%
84	Reserve Fund	57,958	0	-57,958	0.00%
85	Tenant Improvement Depreciation	22,250	0	-22,250	0.00%
86	Other Reserve Fund Savings	35,708	0	-35,708	0.00%
87	Conservation Education Center Savings Plan	50,000	0	-50,000	0.00%
88	Net Income (Surplus or Deficit)	0	8,769	8,769	N/A

2026 Restricted Budgets vs Actuals



As of June 30, 2026

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2026 Budget	2026 Actual	2026 Remaining Budget	% of Total Time	% of Total Budget Spent
1	Federal											
2	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	68,167	59,039	20,392	38,647	79.97%	64.12%
3	DOE											
4	Black River Frog	E023	OCBASRP-2325-ThurCD-00023	07/01/25	06/30/29	239,036	222,795	67,349	9,922	57,427	24.98%	6.79%
5	Riverbend Construction	E024	OCBASRP-2325-ThurCD-00024	11/01/25	06/30/27	1,771,771	1,658,407	514,397	98,380	416,018	39.87%	6.40%
6	Chehalis Tributary Data Collection	E042	OCBASRP-2325-ThurCD-00042	08/01/25	07/31/27	150,000	126,800	23,992	17,254	6,738	45.75%	15.47%
7	Neighborhood Stormwater	E045	WQNEPSW-2025-ThurCD-00045	09/30/25	12/31/27	198,986	192,967	55,108	6,019	49,089	33.29%	3.02%
8	Umbrella Site Management	E047	OCBASRP-2325-ThurCD-00047	07/01/25	06/30/29	121,910	71,887	5,024	1,147	3,877	24.98%	41.03%
9	Goebel Road River Restoration	E053	OCBASRP-2327-ThurCD-00053	10/01/25	09/30/27	268,497	238,989	80,545	25,228	55,317	37.40%	10.99%
10	Scatter Creek	E060	OCBASRP-2527-ThurCD-00060	06/01/26	05/30/28	487,897	483,907	99,475	3,990	95,485	4.11%	0.82%
11	Ecology Elwanger	E165	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	409,028	282,617	25,140	257,477	55.43%	18.19%
12	RCO											
13	FY25-29 Shore Friendly Administration	R035	24-1207	07/01/25	06/30/29	2,051,187	1,702,294	627,272	232,732	394,539	24.98%	17.01%
14	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,073	112	6,734	6,623	112	Closed	99.90%
15	FY23-25 ESRP Lower Eld Bulkhead Removal	R090	22-1201R	07/01/23	07/01/26	125,200	-20	4,954	4,974	-20	99.91%	100.02%
16	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	68,129	38,403	23,791	14,612	72.08%	37.98%
17	South Sound Riparian Analysis and Implementation	R110	24-1212R	09/25/24	09/25/28	132,614	109,738	22,963	3,476	19,487	44.05%	17.25%
18	Thompson Creek Salmon Recovery	R120	25-1078P	09/16/25	09/15/27	253,000	231,252	127,969	21,748	106,221	39.45%	8.60%
19	WSCC											
20	FY25-27 Chehalis	W050	26-13-CH	07/01/25	06/30/27	222,838	112,984	97,153	48,486	48,667	50.00%	49.30%
21	FY25-27 Shellfish Cost Share	W060	26-13-SH	07/25/25	06/30/27	205,000	187,606	30,820	10,711	20,109	48.30%	8.48%
22	FY25-26 CREP	W070	26-13-CE	07/01/25	06/30/26	33,889	2,154	30,165	28,011	2,154	100.00%	93.64%
23	FY25-27 Natural Resource Investments (NRI)	W080	26-13-NR	11/05/25	06/30/27	116,470	113,180	37,285	3,290	33,995	39.47%	2.82%
24	FY25-26 Implementation - Soil Testing Support	W086.2	26-13-IM	02/05/26	06/30/26	500	1	500	499	1	100.00%	99.74%
25	FY25-26 Sustainable Farms and Fields	W120	26-13-SFF	07/17/25	06/30/26	40,000	97	27,753	27,656	97	100.00%	99.76%
26	FY25-27 Forest Health & Community Wildfire Resiliency	W130	26-13-FH	07/09/25	06/30/27	68,175	46,186	37,574	9,866	27,708	49.45%	32.25%
27	FY25-27 Irrigation Efficiencies	W140	26-13-IE	07/17/25	06/30/27	50,000	31,554	37,198	14,397	22,801	48.88%	36.89%
28	FY25-27 Riparian Grant Program (RGP)	W170	26-13-RGP	09/10/25	06/30/27	3,240,935	2,360,184	1,034,685	517,277	517,408	44.61%	27.18%
29	Other State Grants											
30	WDFW Building Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	269,644	226,367	118,847	107,520	56.34%	46.07%
31	WDNR Wildfire Ready Neighbors	S200	93-110294	02/10/26	06/30/26	12,350	541	12,350	11,809	541	100.00%	95.62%
32	DOH Manure Management	S500	GVL29108-0	05/13/24	07/31/27	776,247	458,886	409,183	161,512	247,671	66.30%	40.88%
33	Thurston County											
34	FY25-27 VSP	TC400	2025-024	07/01/25	06/30/27	170,000	37,796	83,432	65,698	17,734	50.00%	77.77%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2026 Budget	2026 Actual	2026 Remaining Budget	% of Total Time	% of Total Budget Spent
35	FY25-27 VSP Cost Share	TC450		08/15/25	06/30/27	223,875	200,183	36,269	22,982	13,287	46.72%	10.58%
36	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	0	4,736	4,736	0	Closed	100.00%
37	FY26-27 Thurston County Net Ecological Gain	TC800	2026-018	05/01/26	06/30/27	275,596	260,376	146,478	15,221	131,257	14.32%	5.52%
38	Miscellaneous											
39	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	182,292	51,800	26,126	25,674	29.90%	29.62%
40	GRuB Beginning Farmer Development	M066	NA	01/01/24	09/14/26	6,525	711	1,746	1,035	711	92.31%	89.10%
41	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	2,105	432	0	432	Closed	96.49%
42	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/26	119,954	45	11,907	11,862	45	Closed	99.96%
43	FY25-29 Ecostudies Diversity & Resilience of Rural Communities (WCRRRI Phase II)	M096	ESI_2025-29	11/01/25	06/30/29	131,000	122,606	36,401	8,394	28,006	18.09%	6.41%
44	FY25-26 NACD Forestry	M200	NA	01/01/25	06/30/26	133,786	2,352	90,329	87,977	2,352	100.00%	98.24%
45	FY25-27 OlyEco NFWF Habitat Resilience	M078	NA	03/01/24	02/28/27	30,000	15,202	14,888	5,504	9,384	77.81%	49.33%
46	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	0	0	0	NA	24.40%
47	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	47,900	70,318	22,418	47,900	80.92%	74.92%
48	Sentinel Landscape Program (SLP)											
49	NACD SLP REPI Challenge	SLP075	NA	10/01/21	06/30/28	1,353,000	129,498	69,210	36,126	33,084	70.34%	90.43%
50	EcoStudies REPI	SLP076	SA-2025-01	08/01/25	12/31/28	188,543	167,163	27,339	14,249	13,090	26.74%	11.34%
51	WDFW Landowner Support and Due Diligence (AERI)	SLP077	25-27659	06/01/25	11/30/28	385,000	340,443	72,731	40,191	32,540	30.88%	11.57%
52	South Sound GREEN											
53	2025 Interlocal	G019-SS		01/01/25	until spent	64,160	0	8,916	8,916	0	Closed	100.00%
54	2026 Interlocal	G019-SS		01/01/26	until spent	66,432	42,145	66,432	24,287	42,145	NA	36.56%
55	FY25 ESD 113 Climate Education	G019.104		05/15/25	until spent	6,000	2,998	3,731	733	2,998	NA	50.04%
56	FY25 Tumwater SD Natural Resources	G019.120		09/03/24	until spent	1,000	329	329	0	329	NA	67.07%
57	FY25-27 NOAA B-WET	G019.106		02/01/25	01/31/27	40,720	10,574	27,747	17,173	10,574	70.55%	74.03%
58	2024 Dawkins	G019.28		01/01/24	until spent	20,750	12,518	13,656	1,138	12,518	NA	39.67%
59	FY25-27 Dawkins	G019.28		12/16/24	until spent	30,000	30,000	0	0	0	NA	0.00%
60	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	1,700	1,700	0	1,700	NA	32.00%
61	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
62	Carlson Charitable	G019.31		12/05/23	until spent	2,500	7	7	0	7	Closed	99.73%
63	2024 Nisqually for Water Quality Testing	G019.60		01/01/24	until spent	5,000	2,321	2,321	0	2,321	NA	53.57%
64	TCC General	G019 TCC		01/01/18	until spent	10,096	216	216	0	216	NA	97.86%
65	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
66	2025 Squaxin	G019.85		03/01/25	until spent	1,000	1,000	0	0	0	NA	0.00%
67	FY25-26 Inspire Olympia	G019.130		08/01/25	until spent	30,000	-4,061	6,867	10,927	-4,061	NA	113.54%
68	FY25-27 NFWF Improving Salmon Habitat	G019.864	1301.26.086400	08/30/25	04/30/27	54,490	54,117	54,490	372	54,117	50.08%	0.68%
69	Teens in Thurston Volunteer Program											
70	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	2,509	2,509	0	2,509	NA	55.04%
71	Envirothon Program											
72	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	1,476	1,494	18	1,476	NA	40.95%
73	2026 Pork Blakely Envirothon	T040		01/26/26	until spent	500	500	500	0	500	NA	0.00%

Thurston Conservation District
Payment Report
June 2026

Num	Type	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	06/01/26	Delta Dental	A010 - Administrative Expenses	5531212 · Dental Benefits	2,769.75
Check	EFT	06/01/26	Tilley Court Caves, LLC	A010 - Administrative Expenses	5314501 · Office Rent	8,680.00
15480	Credit Card Charge	06/02/26	Fred Meyer	T030 - District Communications	5314901 · Meeting & Event	59.87
15533	Credit Card Charge	06/02/26	Baileys IGA	W120-FY25-26 Sustainable Farms and Fields	5314901 · Meeting & Event	20.21
15485	Credit Card Charge	06/03/26	Tenino Market Fresh	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	641.70
15486	Credit Card Charge	06/03/26	Fred Meyer	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	46.95
15487	Credit Card Charge	06/03/26	Fred Meyer	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	187.80
15495	Credit Card Charge	06/03/26	WA St Dept of Licensing	G019.104 ESD 113 Climate Ed	5314307 · Licenses and Permits	15.45
G162059707	Credit Card Charge	06/03/26	Microsoft	T080 - Conservation TA	5314505 · Software Licenses	5.11
Bill Pmt -Check	EFT	06/03/26	Comcast	A010 - Administrative Expenses	5314204 · Internet Services	261.71
15429	Credit Card Charge	06/04/26	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	13.93
15430	Credit Card Charge	06/04/26	Green Shoots	W170 - FY25-27 RGP	5314107 · Project Supplies	92.59
15501	Credit Card Charge	06/04/26	Heyzine	Various Funding Sources	5314505 · Software Licenses	49.73
15505	Credit Card Charge	06/04/26	Amazon	M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	6.57
15506	Credit Card Charge	06/04/26	Amazon	M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	48.24
Bill Pmt -Check	EFT	06/04/26	Ricoh USA, Inc.	A010 - Administrative Expenses	5314503 · Equipment Leases	206.86
Bill Pmt -Check	EFT	06/04/26	USABLE.Life	A010 - Administrative Expenses	5531214 · Life Insurance	137.52
Liability Check	EFT	06/04/26	Internal Revenue Service		3861004 · Federal Income Tax Payable	21,549.70
Liability Check	EFT	06/04/26	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,182.53
15448	Credit Card Charge	06/05/26	Costco	W120-FY25-26 Sustainable Farms and Fields	5314901 · Meeting & Event	38.97
15508	Credit Card Charge	06/05/26	Amazon	A010 - Administrative Expenses	5313101 · Office Supplies	36.19
Check	EFT	06/05/26	Regence - Health Care		5531210 · Medical Benefits	36,546.35
Bill Pmt -Check	23413	06/05/26	Antiquity Consulting	W170 - FY25-27 RGP	5314100 · Professional Services	4,553.20
Bill Pmt -Check	23414	06/05/26	Evergreen State College	G019.122 - foundry10 Congress Support	5314502 · Site Rental	3,911.67
Bill Pmt -Check	23415	06/05/26	Ghader Alrashid	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23416	06/05/26	Marlena Blua	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23417	06/05/26	Mason Conservation District	Various Funding Sources	560000 · Sub-Awards / Pass-Through	7,954.37
Bill Pmt -Check	23418	06/05/26	Midwest Labs	T098 - Soil Health Testing	5314117 · Soil Testing	219.06
Bill Pmt -Check	23419	06/05/26	Minuteman Press	W070 - CREP	5314203 · Printing Services	1,095.19
Bill Pmt -Check	23420	06/05/26	North Thurston Public Schools	G019.106 NOAA B-WET	5314114 · Sub Teacher Reimbursement	931.14
Bill Pmt -Check	23421	06/05/26	Olympia Ecosystems	Various Funding Sources	560000 · Sub-Awards / Pass-Through	2,070.00
Bill Pmt -Check	23422	06/05/26	Spencer Nakashima	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23423	06/05/26	Tabitha Lederer	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23424	06/05/26	Wild Fish Conservancy	Various Funding Sources	560000 · Sub-Awards / Pass-Through	2,397.45
Bill Pmt -Check	23425	06/05/26	Hannah's Cleaning Service	A010 - Administrative Expenses	5314104 · Janitorial Services	875.00
Bill Pmt -Check	23426	06/05/26	Doug Rushton	T045 - Board Conference, Training, Travel	5314301 · Board Travel	107.30
Bill Pmt -Check	23427	06/05/26	Joseph Burgess	Various Funding Sources	5314304 · Mileage	87.02
Bill Pmt -Check	23428	06/05/26	Primo Brands	A010 - Administrative Expenses	5313101 · Office Supplies	35.05
Bill Pmt -Check	23429	06/05/26	Wolf Water Resources INC	R120 - Thompson Creek Salmon Recovery	5314100 · Professional Services	13,367.74
Bill Pmt -Check	23430	06/05/26	Riverbend Ranch	W170 - FY25-27 RGP	5314109 · Cost Share	65,508.46
Bill Pmt -Check	23431	06/05/26	White, Nora	Various Funding Sources	5314304 · Mileage	152.99

Bill Pmt -Check cc	23432	06/05/26	Christina Wagner	Various Funding Sources	5314304 · Mileage	104.01
1499586389	Credit Card Charge	06/07/26	Starlink	T030 - District Communications	5314204 · Internet Services	5.00
15449	Credit Card Charge	06/07/26	QuickBooks Time Support (TSheets)	A010 - Administrative Expenses	5314102 · Audit & Accounting	267.67
15459	Credit Card Charge	06/08/26	Walmart	W170 - FY25-27 RGP	5314107 · Project Supplies	38.55
15483	Credit Card Charge	06/08/26	Flying J Store #1169	A010 - Administrative Expenses	5313201 · Vehicle Fuel	48.50
15484	Credit Card Charge	06/08/26	The Barn Nursery	M065 - FY25-29 Olympia Urban Farmland	5314108 · Construction & Restoration Work	43.28
Liability Check	EFT	06/08/26	Walrath	M065 - FY25-29 Olympia Urban Farmland	5314108 · Construction & Restoration Work	33.85
Liability Check	EFT	06/08/26	Internal Revenue Service		3861004 · Federal Income Tax Payable	21,733.44
15452	Credit Card Charge	06/08/26	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	24,110.99
15469	Credit Card Charge	06/09/26	O Reilly Auto Parts	W170 - FY25-27 RGP	5354803 · Vehicle Maintenance	24.11
Liability Check	Credit Card Charge	06/09/26	Amazon	G019.28 Dawkins	5945363 · Equipment & Office Furniture	383.94
15447	Credit Card Charge	06/09/26	QuickBooks Payroll Service	QuickBooks Payroll Service	Payroll	63,806.59
15472	Credit Card Charge	06/10/26	Shell Gas	A010 - Administrative Expenses	5313201 · Vehicle Fuel	64.56
P1116253646	Credit Card Charge	06/10/26	Dick's Sporting Goods	E060 - Scatter Creek	5314116 · Project Equipment	58.09
15450	Credit Card Charge	06/10/26	Intuit	A010 - Administrative Expenses	5314102 · Audit & Accounting	656.89
15451	Credit Card Charge	06/11/26	Thurston County Solid Waste	W170 - FY25-27 RGP	5314702 · Garbage Service	39.00
15463	Credit Card Charge	06/11/26	Thurston County Solid Waste	W170 - FY25-27 RGP	5314702 · Garbage Service	46.00
G165183172	Credit Card Charge	06/11/26	Lenovo	Various Funding Sources	5945364 · Computer Hardware	2,341.03
8956546	Credit Card Charge	06/13/26	Microsoft	Various Funding Sources	5314505 · Software Licenses	603.99
15471	Credit Card Charge	06/14/26	Buzzsprout	T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
15512	Credit Card Charge	06/15/26	Lincoln Creek Lumber	M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	105.27
Check	Credit Card Charge	06/15/26	Pilot Travel Center	W170 - FY25-27 RGP	5314107 · Project Supplies	59.86
Check	EFT	06/15/26	TPSC Benefits	A010 - Administrative Expenses	5531216 · HRA Admin	145.00
15476	EFT	06/15/26	TPSC Benefits	A010 - Administrative Expenses	5531215 · HRA Benefits	116.35
15488	Credit Card Charge	06/16/26	Lighthouse Publications	T030 - District Communications	5313101 · Office Supplies	43.27
15534	Credit Card Charge	06/16/26	Walmart	E060 - Scatter Creek	5314107 · Project Supplies	42.72
15473	Credit Card Charge	06/16/26	Meta	W120-FY25-26 Sustainable Farms and Fields	5314400 · Advertising	27.31
15475	Credit Card Charge	06/17/26	Walmart	R035 - Shore Friendly Phase 4:Worksite #1	5314107 · Project Supplies	30.10
15482	Credit Card Charge	06/17/26	MRSC	T037 - Staff Conference and Training	5314302 · Staff - Conference & Training	90.00
15491	Credit Card Charge	06/17/26	Ace Hardware	M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	21.71
Bill Pmt -Check	Credit Card Charge	06/17/26	Walrath	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	1,056.57
Bill Pmt -Check	EFT	06/17/26	VSP - Vision Care	A010 - Administrative Expenses	5531213 · Vision Insurance	270.47
Bill Pmt -Check	EFT	06/17/26	Verizon	A010 - Administrative Expenses	5314201 · Telephone	1,207.59
15478	EFT	06/17/26	Puget Sound Energy	A010 - Administrative Expenses	5314701 · Electricity	260.81
15494	Credit Card Charge	06/18/26	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	12.87
Check	Credit Card Charge	06/18/26	Office Depot	G019.104 ESD 113 Climate Ed	5314107 · Project Supplies	65.49
E0300ZZ1WJ	23005	06/18/26	Jamie Sutton	T030 - District Communications	5314000 · Intern Stipends	66.66
15493	Credit Card Charge	06/19/26	Microsoft	A010 - Administrative Expenses	5314505 · Software Licenses	16.46
65683425	Credit Card Charge	06/20/26	Fred Meyer	G019.104 ESD 113 Climate Ed	5314107 · Project Supplies	28.11
15498	Credit Card Charge	06/20/26	Garmin	A010 - Administrative Expenses	5314205 · Garmin	43.86
15499	Credit Card Charge	06/21/26	Olympia Food Co-Op	G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	163.61
15500	Credit Card Charge	06/22/26	Safeway	G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	7.98
15502	Credit Card Charge	06/22/26	Costco	G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	299.80
15503	Credit Card Charge	06/22/26	Home Depot	A010 - Administrative Expenses	5313101 · Office Supplies	20.80
15511	Credit Card Charge	06/22/26	Trader Joes	T044 - Board Initiatives & MeetingSupplies	5314310 · Board Meeting Snacks	67.52
	Credit Card Charge	06/22/26	Dell	TC800 - TC Net Ecological Gain	5945364 · Computer Hardware	2,301.67

15492	Credit Card Charge	06/23/26	Boston Harbor Marina	G019.104 ESD 113 Climate Ed	5314107 · Project Supplies	43.32
15496	Credit Card Charge	06/23/26	Wordpress	G019.130 Inspire Olympia	5314207 · Web Hosting and Maintenance	329.40
15504	Credit Card Charge	06/23/26	Territorial Seed	W120-FY25-26 Sustainable Farms and Fields	5314107 · Project Supplies	99.59
15513	Credit Card Charge	06/23/26	Complete Repair Services	W170 - FY25-27 RGP	5354804 · Restoration Equipment Maintenan	138.88
15542	Credit Card Charge	06/24/26	Rodale Institute	SLP076 - Ecostudies REPI	5314302 · Staff - Conference & Training	21.04
15552	Credit Card Charge	06/24/26	Wordpress	G019.28 Dawkins	5314207 · Web Hosting and Maintenance	20.86
Liability Check		06/24/26	QuickBooks Payroll Service	QuickBooks Payroll Service	Payroll	67,136.28
Liability Check	EFT	06/24/26	Internal Revenue Service		3861004 · Federal Income Tax Payable	22,855.00
Liability Check	EFT	06/24/26	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,182.53
Liability Check	23433	06/24/26	WSCCE - Council 2		3861008 · Union Dues	1,560.67
Bill Pmt -Check	23434	06/24/26	Anchor QEA	E024 - Riverbend Construction	5314100 · Professional Services	1,238.50
Bill Pmt -Check	23435	06/24/26	Ghader Alrashid	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23436	06/24/26	Marlena Blua	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23437	06/24/26	McCleary School District	G019.122 - foundry10 Congress Support	5314112 · Bus Transportation	755.50
Bill Pmt -Check	23438	06/24/26	Nisqually Land Trust	SLP077 - WDFW REPI Landowner Support	560000 · Sub-Awards / Pass-Through	8,100.00
Bill Pmt -Check	23439	06/24/26	Nisqually Valley News (CT Publishing)	T043 - Rates & Charges Initiative	5314400 · Advertising	218.40
Bill Pmt -Check	23440	06/24/26	Pierce Conservation District	Various Funding Sources	560000 · Sub-Awards / Pass-Through	1,515.89
Bill Pmt -Check	23441	06/24/26	Rachel Stendahl	G019.106 NOAA B-WET	560000 · Sub-Awards / Pass-Through	2,726.15
Bill Pmt -Check	23442	06/24/26	Rainier School District No. 307	G019.106 NOAA B-WET	5314112 · Bus Transportation	404.66
Bill Pmt -Check	23443	06/24/26	Spencer Nakashima	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23444	06/24/26	Tabitha Lederer	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23445	06/24/26	Thurston County Auditor	T036 - Elections	5314100 · Professional Services	142.00
Bill Pmt -Check	23446	06/24/26	Triple H Family Farm	US90 Restoring South Sound Prairies	5314109 · Cost Share	18,544.25
Bill Pmt -Check	23447	06/24/26	WA St Dept of Ecology - Cashiering Unit	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	10,455.20
Bill Pmt -Check	23448	06/24/26	WA St Dept Of Enterprise Services Real Es	T021 - Conservation Education Center	5314100 · Professional Services	283.50
Bill Pmt -Check	23449	06/24/26	Washington Conservation Society	A010 - Administrative Expenses	5314902 · Organizational Dues	150.00
Bill Pmt -Check	23450	06/24/26	Deschutes Law Group	A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	23451	06/24/26	Doug Rushton	T045 - Board Conference, Training, Travel	5314301 · Board Travel	603.45
Bill Pmt -Check	23452	06/24/26	Hannah's Cleaning Service	A010 - Administrative Expenses	5314104 · Janitorial Services	700.00
Bill Pmt -Check	23453	06/24/26	Olympia Computer	Various Funding Sources	5314103 · Computer Services	4,062.60
Bill Pmt -Check	23454	06/24/26	Petrocard	A010 - Administrative Expenses	5313201 · Vehicle Fuel	972.54
Bill Pmt -Check	23455	06/24/26	Sophia Barashkoff	T037 - Staff Conference and Training	5314305 · Meals / Per Diems	20.00
Bill Pmt -Check	23456	06/24/26	Stephen Harvey	SLP077 - WDFW REPI Landowner Support	5314305 · Meals / Per Diems	20.00
Bill Pmt -Check	23457	06/24/26	White, Nora	Various Funding Sources	5314304 · Mileage	109.48
Bill Pmt -Check	23458	06/24/26	MacKenzy Ernstrom	A010 - Administrative Expenses	5314102 · Audit & Accounting	72.52
Bill Pmt -Check	23459	06/24/26	WA St Conservation Commission	A010 - Administrative Expenses	5314504 · Vehicle Leases	514.96
Bill Pmt -Check	23460	06/24/26	Matilda Smither-Winslow	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	549.31
Bill Pmt -Check	23461	06/24/26	Sarah Moorehead_V	T042 - Advocacy Activities	5314304 · Mileage	489.70
15514	Credit Card Charge	06/25/26	Eastside Urban Farm & Garden	W120-FY25-26 Sustainable Farms and Fields	5314107 · Project Supplies	359.72
15515	Credit Card Charge	06/25/26	True Leaf Market	W120-FY25-26 Sustainable Farms and Fields	5314107 · Project Supplies	282.51
15516	Credit Card Charge	06/25/26	Amazon	W070 - CREP	5314107 · Project Supplies	190.31
15527	Credit Card Charge	06/25/26	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	6.02
15524	Credit Card Charge	06/29/26	Greenes Fence CO	E024 - Riverbend Construction	5314107 · Project Supplies	245.42
15526	Credit Card Charge	06/29/26	Commodities Unlimited	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	477.20
15528	Credit Card Charge	06/29/26	Amazon	TC800 - TC Net Ecological Gain	5945364 · Computer Hardware	117.11
15536	Credit Card Charge	06/29/26	Home Goods	T044 - Board Initiatives & MeetingSupplies	5314310 · Board Meeting Snacks	23.96

15537	Credit Card Charge	06/29/26	Home Goods	A010 - Administrative Expenses	5313101 · Office Supplies	8.77
15538	Credit Card Charge	06/29/26	Flying J Store #1169	W170 - FY25-27 RGP	5314107 · Project Supplies	29.23
15539	Credit Card Charge	06/29/26	Costco	S500 - DOH Eld Inlet Manure Management	5314901 · Meeting & Event	56.24
15551	Credit Card Charge	06/29/26	Avenza Maps	M200 - NACD Forestry	5314505 · Software Licenses	172.53
G167757759	Credit Card Charge	06/29/26	Microsoft	T080 - Conservation TA	5314505 · Software Licenses	7.12
15540	Credit Card Charge	06/30/26	Coastal & Estuarine Summit	S500 - DOH Eld Inlet Manure Management	5314302 · Staff - Conference & Training	795.00
15544	Credit Card Charge	06/30/26	Tenino Market Fresh	S500 - DOH Eld Inlet Manure Management	5314901 · Meeting & Event	37.09
15545	Credit Card Charge	06/30/26	US Postal Service	R035 - Shore Friendly Phase 4:Worksite #1	5314202 · Postage & Shipping	140.40
15546	Credit Card Charge	06/30/26	US Postal Service	R035 - Shore Friendly Phase 4:Worksite #1	5314202 · Postage & Shipping	82.68
15555	Credit Card Charge	06/30/26	Washington State Ferries	G019.28 Dawkins	5314308 · Ferry fares	66.64
Check	EFT	06/30/26	TPSC Benefits	A010 - Administrative Expenses	5531216 · HRA Admin	153.44
Bill Pmt -Check	23462	06/30/26	Native Plant Salvage Foundation	Various Funding Sources	560000 · Sub-Awards / Pass-Through	9,998.70
Bill Pmt -Check	23463	06/30/26	Ghader Alrashid	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23464	06/30/26	Marlena Blua	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23465	06/30/26	South Thurston Fire & EMS	S200 - WDNR Wildfire Ready Neighbors	560000 · Sub-Awards / Pass-Through	2,842.45
Bill Pmt -Check	23466	06/30/26	Spencer Nakashima	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23467	06/30/26	Tabitha Lederer	Various Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23468	06/30/26	WA St Dept of Ecology - Cashiering Unit	Various Funding Sources	5314108 · Construction & Restoration Work	14,609.00

2026 Mid-Year Revised Unrestricted Budget



	Account Name	2026 Budget	2026 Actuals	2026 Mid-Year Revised Budget	Difference
1	☒ Income	1,314,063	626,185	1,319,063	5,000
2	☒ Retail Sales	82,350	45,422	92,350	10,000
3	☒ Food Production and Consumption	2,900	734	1,500	-1,400
4	Poultry Equipment & Tool Rentals	2,900	734	1,500	-1,400
5	☒ Soil Conservation and Health	7,550	4,447	8,250	700
6	Soil Testing	6,500	3,826	7,600	1,100
7	Nutrient Spreader Rentals	700	148	300	-400
8	No-Till Drill Rentals	350	474	350	0
9	☒ Community Outreach and Education	68,900	38,386	68,900	0
10	Plant Sales	68,900	38,386	68,900	0
11	☒ Other Income	3,000	1,855	13,700	10,700
12	Contributions Private	0	0	0	0
13	Interest Income	3,000	1,855	3,700	700
14	Miscellaneous Income	0	0	0	0
15	2026 Growers Conference	0		5,000	5,000
16	2026 CEC Fundraising Dinner	0		5,000	5,000
17	☒ Grant Revenue	126,713	0	126,713	0
18	State Grants	126,713	0	126,713	0
19	Rates and Charges	565,000	326,973	565,000	0
20	☒ Overhead	540,000	253,791	535,000	-5,000
21	Overhead Allocation	518,000	245,072	518,000	0
22	Vehicle Allocation	22,000	8,719	17,000	-5,000
23	2025 Carry Overs	30,000	30,000	30,000	0
24	☒ Program Allocation	585,000	292,544	564,000	-21,000
25	☒ Priority 1: Protect & Restore Natural Resources	50,000	19,440	50,000	0
26	Working Lands Preservation Initiative	10,000	0	10,000	0
27	Conservation TA	40,000	19,440	40,000	0
28	☒ Priority 2: Build Climate Resilience and Disaster Preparedness	62,200	32,518	64,000	1,800
29	Food Processing and Tools Rentals	25,000	10,978	25,000	0
30	Soil Health Testing	27,000	15,270	31,000	4,000
31	Nutrient Spreader Rentals	5,200	1,501	3,000	-2,200
32	No-Till Drill Rentals	5,000	4,769	5,000	0
33	☒ Priority 3: Create Community, Access, and Equity	283,500	170,568	290,500	7,000
34	Farm Link and Land Access	1,000	0	1,000	0
35	Conservation & Education Center	60,000	24,373	60,000	0
36	District Communications	60,000	34,462	60,000	0
37	2026 Growers Conference	0		5,000	5,000
38	2026 CEC Fundraising Dinner	0		5,000	5,000
39	Plant Sale	75,000	62,634	75,000	0
40	Elections	20,000	12,558	20,000	0
41	SS Green	45,000	27,265	45,000	0
42	Envirothon	4,000	4,000	4,000	0
43	Teens in Thurston Volunteer Program	2,500	1,919	2,500	0
44	Website ADA Compliance	10,000	366	10,000	0
45	TCD Signage	6,000	2,991	3,000	-3,000
46	☒ Priority 4: Invest in Organizational Excellence and Leadership	189,300	70,017	159,500	-29,800
47	Investing in Future Conservation	33,000	14,193	33,000	0

	Account Name	2026 Budget	2026 Actuals	2026 Mid-Year Revised Budget	Difference
48	Employee Recruitment	3,300	3,925	5,000	1,700
49	Partnership Building	40,000	23,957	40,000	0
50	Advocacy Activities	40,000	14,876	44,000	4,000
51	Rates & Charges Initiative (Including Rate Study)	47,000	6,629	20,000	-27,000
52	Staff Conference & Training	18,000	3,732	12,000	-6,000
53	Board-led Initiatives and Meeting Supplies	2,000	465	1,000	-1,000
54	Board Conference, Training, and Travel	6,000	2,239	4,500	-1,500
55	Administrative Expenses	651,105	354,872	677,105	26,000
56	Administrative Staff Salaries & Benefits	307,000	144,852	290,000	-17,000
57	TCD Staff Leave Accruals	31,000	63,756	78,752	47,752
58	36-Hour Leave Accrual Adjustment	8,050	8,050	8,050	0
59	Professional Services	81,884	33,428	77,400	-4,484
60	Legal Services	24,000	10,000	22,000	-2,000
61	Audit & Accounting	11,484	1,883	8,000	-3,484
62	Computer Services	42,000	21,545	43,000	1,000
63	Professional Services	4,400	0	4,400	0
64	Facility and Maintenance	120,260	60,987	122,260	2,000
65	Janitorial Services	9,100	4,550	9,100	0
66	Office Rent	104,160	52,080	104,160	0
67	Utilities	5,000	3,718	7,500	2,500
68	Equipment & Office Furniture	2,000	639	1,500	-500
69	Technology	31,285	16,403	31,100	-185
70	Office Equipment Leases	2,968	1,484	3,000	32
71	Communications	18,084	8,854	18,000	-84
72	Photocopier Usage	700	280	600	-100
73	Computer Hardware Purchases	3,000	1,110	3,000	0
74	Computer Software	6,533	4,676	6,500	-33
75	Vehicles	22,283	9,247	20,000	-2,283
76	Vehicle Leases	7,783	2,914	6,000	-1,783
77	Vehicle Repairs & Maintenance	6,500	2,782	6,500	0
78	Vehicle Fuel	8,000	3,552	7,500	-500
79	Supplies	10,968	2,576	11,168	200
80	Office Supplies	4,000	1,070	4,000	0
81	Postage & Shipping	200	150	400	200
82	Organizational Dues	6,668	1,356	6,668	0
83	Licenses & Permits	100	0	100	0
84	Insurance and Banking	38,375	15,572	38,375	0
85	Bank Fees & Interest Charges	750	20	750	0
86	Liability Insurance Premiums	37,625	15,552	37,625	0
87	Late Fees & Penalties	0	0	0	0
88	Savings	107,958	0	107,958	0
89	Reserve Fund	57,958	0	57,958	0
90	Tenant Improvement Depreciation	22,250	0	22,250	0
91	Other Reserve Fund Savings	35,708	0	35,708	0
92	Conservation Education Center Savings Plan	50,000	0	50,000	0
93	Net Income (Surplus or Deficit)	0	8,769	-0	-0



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		WSCC FY26-27 Sustainable Farms and Fields Funding Agreement	
Lead Staff:		Susan Shelton	Board Meeting Date: 07/22/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:		<i>Please provide a description or background of the project.</i>	
Technical assistance and equipment funding for the Climate Smart Equipment Rental Program			
Pros: Funding for a District Strategic Plan priority		Cons: NA	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
\$41,284 new funding			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
W120 - FY26-27 Sustainable Farms and Fields Addendum			



FORM 4: Addendum

From Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>

Date Wed 2026-07-01 11:18 AM

To Susan Shelton <accounting@thurstoncd.com>

Washington State Conservation Commission

FORM 4: ADDENDUM

Jul 1, 2026 11:18 AM

Conservation District: Thurston

GRANT PROGRAM: Sustainable Farms and Fields (SFF) Operating

Overhead Rate: 25%

Submitted By: Susan Shelton

Email: accounting@thurstoncd.com

Total Grant Award: 41284.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 41284.00

Intermediate Outcome #1: 11596.00

Technical Assistance

Intermediate Outcome #2: 29688.00

Equipment

Intermediate Outcome #3:

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 41284.00



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: FY26 WSCC Implementation Funding Addendum	
Lead Staff: Susan Shelton	Board Meeting Date: 07/22/26
Goal of Presentation:	☒ Decision ☐ Information ☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
Each year WSCC provides implementation funding to WA State Conservation Districts.	
Pros: Funding for grant administration and other administrative expenses.	Cons: NA
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
Unrestricted funding for TCD.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve the addendum.	
Legal Review:	☐ Yes ☐ No ☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
FY26 Implementation Addendum	



Fw: FORM 4: Addendum

From Susan Shelton <accounting@thurstoncd.com>

Date Mon 2026-06-22 2:39 PM

To Susan Shelton <accounting@thurstoncd.com>

From: Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>

Sent: Monday, June 22, 2026 2:34 PM

To: Susan Shelton <accounting@thurstoncd.com>

Subject: FORM 4: Addendum

Washington State Conservation Commission

FORM 4: ADDENDUM

Jun 22, 2026 2:34 PM

Conservation District: Thurston

GRANT PROGRAM: Implementation (IM) (Must account for Basic Allocation Request below)

Overhead Rate: 25%

Submitted By: Susan Shelton

Email: accounting@thurstoncd.com

Total Grant Award: 126713.00

Basic Allocation Award (if applicable): 0.00

Total to be obligated under this Addendum: 126713.00

Intermediate Outcome #1: 126713.00

Grant administration and other administration expenses

Intermediate Outcome #2:

Intermediate Outcome #3:

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 126713.00



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		Western SARE - MSU Subaward Agreement	
Lead Staff:		Kiana Sinner	Board Meeting Date: 07/22/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:		<i>Please provide a description or background of the project.</i>	
This funding will support local producers through education and demonstration to increase on-farm adoption of hedgerows, working towards building agricultural resiliency and viability.			
Pros:		Cons:	
Will support two producers to implement hedgerows on their property. Will provide education opportunities for broader community.		none	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
We will be awarded \$60,000.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve			
Legal Review:	☐ Yes	☒ No	☐ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
- G234-26-WB803: Montana State University Federal Subaward Agreement - USDA AD1048: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction			



Pass-Through Entity (PTE)		Subrecipient
Name Montana State University Address Office of Sponsored Programs PO Box 172470 Bozeman, MT 59717-2470	Name Thurston Conservation District Address 582 Tilley Court SE, Suite 152 Tumwater, WA 98501 SAM UEI: RFVSKKZZLNU4 THURSTON CONSERVATION DISTRICT	
PTE Principal Investigator: Darrell Donahue	Principal Investigator: Kiana Sinner	
PTE Awarding Agency: USDA National Institute of Food and Agriculture	PTE Awarding Agency ID: 2025-38640-45392-WS3ED	
PTE CFDA 10.215 Sustainable Agriculture Research and Education	This subaward is subject to OMB Uniform Guidance PTE FAIN: 20253864045392	
Subaward Title: WLED26-004 Increasing On-farm Adoption of Hedgerows to Build Agricultural Resiliency and Viability Through Education and Demonstration		
Subaward Period of Performance Start 05/01/2026 End 04/30/2029	Authorized Amount 60,000.00	Subaward ID: G234-26-WB803 1. Cost Sharing is Not Required 2. This award is a Cost Reimbursable agreement 3. Project Reporting is Required (Attachments 4 and 4A)
Terms and Conditions 1) PTE hereby awards a cost reimbursable subaward, as described above, to SUBRECIPIENT. The Budget and Scope of Work for this subaward are shown in Attachments 5 and 5A. In its performance of subaward work, SUBRECIPIENT shall be an independent entity and not an employee or agent of PTE. 2) Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. 3) All invoices shall be submitted using SUBRECIPIENT's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of the invoice as required in 2 CFR 200.415. Invoices that do not reference PTE's subaward number shall be returned to SUBRECIPIENT. Invoices and questions concerning invoice receipt or payment should be directed to the appropriate party's Financial Contact, as shown in Attachment 3 and detailed in Attachment 6. 4) A final statement of cumulative costs incurred, including cost sharing, marked "FINAL", must be submitted to PTE's Financial Contact NOT LATER THAN sixty (60) days after subaward end date. The final statement of costs shall constitute SUBRECIPIENT's final financial report. 5) All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the SUBRECIPIENT. 6) PTE reserves the right to reject an invoice, in accordance with 2 CFR 200.305. 7) Matters concerning the technical performance of this subaward should be directed to the appropriate party's Principal Investigator, as shown in Attachment 3. 8) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subaward agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact, as shown in Attachment 3. Any such changes made to this subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 3. 9) The PTE may issue non-substantive changes to the Budget Period(s) and Budget Unilaterally. Unilateral modifications shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Authorized Official Contact, shown in Attachment 3. 10) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. 11) Either party may terminate this agreement with thirty (30) days written notice to the appropriate party's Administrative Contact, as shown in Attachment 3. PTE shall pay SUBRECIPIENT for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research & Development under Grants and Contracts with Hospitals," if applicable. If the PTE Awarding Agency suspends or terminates the prime award in whole or in part, PTE may suspend or terminate this subaward accordingly. 12) No-cost extensions require the approval of the PTE. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than thirty (30) days prior to the desired effective date of the requested change. 13) The subaward is subject to the terms and conditions of the PTE Award and other special terms and conditions, as identified in Attachment 2. 14) By signing below SUBRECIPIENT makes the certifications and assurances shown in Attachments 1 and 2.		
By an Authorized Official of Montana State University Signature _____ Dale Huls, Director Office of Sponsored Programs Montana State University Date _____		By an Authorized Official of SUBRECIPIENT Signature _____ Printed Name and Title _____ Date _____

Principle Investigator: Kiana Sinner

Institution Name: Thurston Conservation District

Project Title: Increasing On-farm Adoption of Hedgerows to Build Agricultural Resiliency and Viability Through Education and Demonstration

Western SARE Project #: WLED26-004

Agricultural producers face economic challenges from the dual pressures of climate change and farmland conversion. Agricultural hedgerows can help mitigate these pressures by bolstering local food systems while simultaneously increasing climate resilience. Intentional planting of woody plants and forbs in a dense and purposeful way in narrow hedgerows removes minimal land from production, sequesters carbon, protects and conserves water resources, creates wildlife habitat, and provides ecosystem services that enhance agricultural productivity.

There is documented high-interest level in adding hedgerows to working lands from many small and mid-sized producers in Thurston County. With SARE funding, the Thurston Conservation District, Native Plant Salvage Foundation, and WSU Extension will collaborate to increase the use of this powerful practice by expanding outreach and resources for farmers through multiple accessible learning opportunities designed to deepen producers' knowledge on benefits and affordable installation methods. Creating ongoing demonstration sites widens opportunities for regional agricultural producers to learn from fellow producers, increasing likelihood of adopting these practices. Demonstration sites also allow practitioners and technical advisors to continue to learn from real-world successes and failures, improving guidance and practices over time.

By April 2029, our team will complete the following components of this project:

- 1. Promote natural resource stewardship by establishing hedgerows and developing regionally adapted planting templates and educational resources.** By April 2029, install 2–3 demonstration hedgerows using climate-resilient, site-specific species; develop 2–3 regionally adapted planting templates for demonstration sites with species lists, spacing, and maintenance guidance; produce 8 educational resources (videos, webinars, podcasts, Story Map) to support hedgerow design/implementation among producers; educate 200+ community members through events, digital outreach, and success tours.
- 2. Strengthen farm viability by documenting and sharing innovative marketing opportunities.** By April 2029, document and publish 1-2 case examples showing how hedgerows support crop diversification, value-added products, and improved ecosystem services that enhance farm marketing strategies.
- 3. Improve producer/farm-system health by conducting workshops demonstrating ecological and IPM benefits of hedgerows.** Host 2 hands-on demonstration workshops showcasing hedgerows' support of natural-pest enemies/pollinators, and IPM, emphasizing reductions in pesticide use.
- 4. Support crop diversification by integrating value-added hedgerow species at demonstration sites.** Integrate 3-5 value-added species based on producer needs at each demonstration site.
- 5. Increase adoption of sustainable agricultural practices by addressing implementation barriers and testing maintenance-prevention methods.** Identify adoption barriers around funding, labor, installation, and maintenance and produce 2-3 instructional videos and webinars with supporting documents to address barriers. Use Western SARE Outreach Survey to document increases in producer understanding and readiness to adopt new practices. Implement 2-3 demonstration projects that test multiple planting and site-preparation methods designed to reduce maintenance needs.

By signing the Subaward Agreement, the authorized official of SUBRECIPIENT certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying (2 CFR 200.450)

No U.S. Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any U.S. Federal contract, the making of any U.S. Federal grant, the making of any U.S. Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form To Report Lobbying, " to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Audit and Access to Records

Subrecipient certifies by signing this Subaward that it complies with the Uniform Guidance, will provide notice of the completion of required audits and any adverse findings which impact this Subaward Agreement as required by parts 200.501- 200.521, and will provide access to records as required by parts 200.336, 200.337, and 200.201 as applicable.

Debarment, Suspension, And Other Responsibility Matters (2 CFR 200.213 And 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

Export Control Limitations

To the extent that any technical data provided, activities undertaken, and articles produced in support of this Agreement may come under the purview of U.S. export control regulations, the subrecipient shall not export any technical information or articles produced furnished by the PTE without complying with the applicable requirements of the International Traffic in Arms Regulations and the Export Administration Regulations, including the requirement for obtaining an export license, if applicable. The subrecipient shall obtain the written consent of the PTE prior to submitting any request for authority to export any such technical information or articles. The subrecipient shall be solely responsible for its failure to comply with this paragraph or any applicable U.S. export control statutes or regulations.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

See Copy of Award Notice Attachment 2A.

Special Terms and Conditions:

1. Copyrights
SUBRECIPIENT grants to PASS-THROUGH ENTITY (PTE) an irrevocable, royalty-free, nontransferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Agreement solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Prime Award.
2. Data Rights
SUBRECIPIENT grants to PTE the right to use data created in the performance of this Agreement solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Prime Award.
3. Carry Forward
Carry Forward is automatic.

Additional Special Terms:

Guidelines for Acknowledging Western SARE Funding

Proper citation of Western SARE is required on all printed or electronic materials produced in conjunction with your project or when referencing the project itself. The proper name to be used is "Western Sustainable Agriculture Research and Education" on first reference and "Western SARE" on subsequent references.

Including the Western SARE and NIFA logos, and where feasible, the Western SARE website, and phone number is also highly encouraged. This information is available on the Western SARE website (westernsare.org – see Documents for Managing a Grant)

The following acknowledgment should be included on all materials resulting from the Western SARE project:

"This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number **2025-38640-45392** through the Western Sustainable Agriculture Research and Education program under project number [WSARE project number*]. USDA is an equal opportunity employer and service provider. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture"

*The WSARE project number for this project is referenced on Attachment 4A of this Subaward Agreement.

Also See: Copy of Award Notice Attachment 2A.

1. Award No. 2025-38640-45392	2. Amendment No.	3. Proposal Number 2025-07731	4. Period of Performance 09/30/2025 through 09/29/2030	5. Type of Instrument Cooperative Agreement																							
6. Type of Action New	7. CFDA Number 10.215	8. FAIN 20253864045392	9. Method of Payment ASAP 38640453923864025000	10. CRIS Number																							
11. Authority. 7 USC 5811, 5812, 5831, 5832, Sections 1619 - 1624 of the Food, Agriculture, Conservation, & Trade Act of 1990, Sustainable Ag. Res. and Educ. Prog.																											
12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105		13. Awardee Organization MONTANA STATE UNIVERSITY BOZEMAN, MT 59717																									
14. Program Point of Contact: Vance Owens Telephone: 816-283-6925 vance.owens@usda.gov		Administrative Point of Contact: Alicia Pearson Telephone: 240-861-8685 alicia.pearson@usda.gov		15. Project Director/Performing Organization Darrin Boss Ph.D. Montana State University Bozeman, MT 59717-2860																							
16. Funding:		17. Funds Chargeable																									
<table border="1"><thead><tr><th></th><th>Federal</th><th>Non-Federal</th></tr></thead><tbody><tr><td>Previous Total</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>+ or -</td><td>\$10,810,187.00</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$10,810,187.00</td><td>\$0.00</td></tr><tr><td>Grand Total</td><td>\$10,810,187.00</td><td></td></tr></tbody></table>			Federal	Non-Federal	Previous Total	\$0.00	\$0.00	+ or -	\$10,810,187.00	\$0.00	Total	\$10,810,187.00	\$0.00	Grand Total	\$10,810,187.00		<table border="1"><thead><tr><th>FY-TAS-FDC</th><th>Amount</th><th>FY-TAS-FDC</th><th>Amount</th></tr></thead><tbody><tr><td>25-1251500-38640</td><td>\$10,810,187.00</td><td></td><td></td></tr></tbody></table>			FY-TAS-FDC	Amount	FY-TAS-FDC	Amount	25-1251500-38640	\$10,810,187.00		
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25-1251500-38640	\$10,810,187.00																										
18. Title of Proposal Montana State University Western SARE Non-Competitive Renewal - FY25																											
PROVISIONS This Award incorporates the following: 1. Funds in the amount of \$10,810,187 are being withheld pending receipt and approval of signed cooperative agreement. Please submit the requested information 30 days from the date of the award to awards@usda.gov with a copy to the Administrative Point of Contact referenced in Block 14 above. 2. The first of these five-year cooperative agreements was awarded in FY2023 after completing the host institution and NRCCO competition. This new cooperative agreement is for the third year of the current 10-year award. 3. Pursuant to 2 CFR 200.332, pass-through entities must appropriately monitor subrecipient activities and must convey the requirements of the Federal grant as well as any additional requirements imposed by the pass-through entity. NIFA reserves the right to request and review subaward budget information during or after the Period of Performance of this award. Form AD-1048 or other NIFA approved format must be completed by the approved subawardee(s) and returned to the recipient for retention in the official award file. It is not necessary to send a copy to NIFA. (https://www.usda.gov/sites/default/files/documents/ad-1048.pdf) 4. The process for approving subawards recommended for funding by the regional Administrative Council is being determined. If any subawards involve human subjects or vertebrate animals, the prime awardee will be required to get IRB and/or IACUC approved before funding those subawards. The project director for this proposal is aware of these requirements. 5. The indirect cost rate agreement is limited to 10% of the total funds awarded. Refer to the cooperative agreement for more details. 6. Please be advised that due to the expiring Treasury authorization, all funds must be drawn down by August 25, 2030. 7. When this award expires on 9/29/2030, it will have run for the full 5-year period, the maximum time currently permitted under Federal statute for this program. The recipient must complete the project as proposed and obligate all funds awarded by this date. No-cost extensions of time will not be possible. 8. The referenced proposal and any revision thereto- incorporated by reference																											
FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.																											
Typed Name Shatorya Wallace Authorized Departmental Officer		Signature SHATORYA.WALLACE		Date 09/19/2025																							
FOR THE PERFORMING ORGANIZATION Signature of person authorized by the governing body of the performing organization to incur contractual obligations. Signature indicates acceptance when a cooperative agreement is cited in Type of Instrument (block 5) above.																											
Typed Name and Title		Signature		Date																							

1. Award No. 2025-38640-45392		2. Amendment No.		3. Proposal Number 2025-07731		4. Period of Performance 09/30/2025 through 09/29/2030		5. Type of Instrument Cooperative Agreement		
6. Type of Action New		7. CFDA Number 10.215		8. FAIN 20253864045392		9. Method of Payment ASAP 38640453923864025000		10. CRIS Number		
11. Authority. 7 USC 5811, 5812, 5831, 5832, Sections 1619 - 1624 of the Food, Agriculture, Conservation, & Trade Act of 1990, Sustainable Ag. Res. and Educ. Prog.										
12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105					13. Awardee Organization MONTANA STATE UNIVERSITY BOZEMAN, MT 59717					
14. Program Point of Contact: Vance Owens Telephone: 816-283-6925 vance.owens@usda.gov			Administrative Point of Contact: Alicia Pearson Telephone: 240-861-8685 alicia.pearson@usda.gov			15. Project Director/Performing Organization Darrin Boss Ph.D. Montana State University Bozeman, MT 59717-2860				
16. Funding:			Federal			Non-Federal			17. Funds Chargeable	
Previous Total			\$0.00			\$0.00			FY-TAS-FDC	
+ or -			\$10,810,187.00			\$0.00			25-1251500-38640 \$10,810,187.00	
Total			\$10,810,187.00			\$0.00			Amount FY-TAS-FDC Amount	
Grand Total			\$10,810,187.00							
18. Title of Proposal Montana State University Western SARE Non-Competitive Renewal - FY25										
PROVISIONS										
9. NIFA Research Terms and Conditions Terms and Conditions (October 2024) at http://nifa.usda.gov/terms-and-conditions .										
10. General Provisions found in Title 2: 2 CFR Part 400; 2 CFR Part 415; 2 CFR Part 416; 2 CFR Part 418; 2 CFR Part 422; and, Title 7: 7 CFR Part 3430 - all incorporated by reference and found at https://www.nsf.gov/bfa/dias/policy/fedrtc/rtcoverlay_nov20.pdf .										
11. The Approved Award Budget										
12. NIFA Project Initiation Documents - incorporated by reference										
13. Failure to submit complete, accurate, and timely reports may result in possible award delays or enforcement actions. Federal Financial SF-425 forms are to be sent to awards@usda.gov . Project progress reports are to be completed in the REEport portal located at https://portal.nifa.usda.gov . Questions regarding access to REEport should be directed to electronic@usda.gov . Additional information regarding grant management and closeout can be found at: https://www.nifa.usda.gov/grants/lifecycle/post-award and https://www.nifa.usda.gov/grants/lifecycle/close-out .										
14. The obligation of funds may be terminated without further cause unless the recipient commences the timely drawdown of funds; initial drawdown of funds signifies acceptance of award terms and conditions and should commence in a timely manner within the award period. Inquiries regarding ASAP Payment Accounts should be directed to the Financial Management Division at asapcustomerservice@usda.gov .										
15. Prohibition against using funds under Grants and Cooperative Agreements with entities that require certain internal confidentiality agreements are referenced at https://nifa.usda.gov/prohibition-confidentiality-agreements										
16. Executive Order 14173 Certification. As identified in Executive Order (EO) 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity, it is the policy of the United States to protect the civil rights of all Americans and to promote individual initiative, excellence, and hard work. Furthermore, the Secretary of Agriculture has officially established as a priority via Secretary's										
FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE										
This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.										

1. Award No. 2025-38640-45392		2. Amendment No.		3. Proposal Number 2025-07731		4. Period of Performance 09/30/2025 through 09/29/2030		5. Type of Instrument Cooperative Agreement	
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Previous Total			\$0.00		\$0.00		FY-TAS-FDC Amount FY-TAS-FDC Amount		
+ or -			\$10,810,187.00		\$0.00		25-1251500-38640 \$10,810,187.00		
Total			\$10,810,187.00		\$0.00				
Grand Total			\$10,810,187.00						
18. Title of Proposal Montana State University Western SARE Non-Competitive Renewal - FY25									
PROVISIONS									
Memorandum 1078-004 the assurance that the Department?s grants, cooperative agreements, and other similar arrangements do not support programs or organizations that promote or take part in diversity, equity, and inclusion (?DEI?) initiatives or any other initiatives that discriminate on the basis of race, color, religion, sex, national origin, or another protected characteristic. By applying for or accepting federal funds from USDA, recipient(s) certify compliance with all applicable Federal antidiscrimination laws and that complying with those laws is a material condition of receiving federal funding for purposes of 31 U.S.C. ? 3729(b)(4). Recipients are responsible for ensuring subrecipients and contractors also comply. 17. If you have any questions concerning this action; please contact the Awards Management mailbox (awards@usda.gov) and cc the Administrative Point of Contact listed above.									
FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE									
This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.									

United States Department of Agriculture National Institute of Food and Agriculture
ATTACHMENT A TO THE AWARD:
COOPERATIVE AGREEMENT NO.

BETWEEN THE U.S. DEPARTMENT OF AGRICULTURE NATIONAL INSTITUTE OF FOOD AND AGRICULTURE AND
MONTANA STATE UNIVERSITY

I. Purpose

The purpose of this project is to develop and implement a research and education program to promote the development and adoption of alternative and sustainable farming methods that are compatible with sustained human, economic, and environmental well-being. This will be known as the "Sustainable Agriculture Research and Education Program" (SARE) project for the Western Region.

II. Situation

This program has been authorized under the Food, Agriculture, Conservation and Trade Act of 1990--Title XVI, Sections 1619-1622, 1628 and 1629 (P.L. 101-624) (7U.S.C. 5801, 5811, 5812, 5831 and 5832). There is an ongoing need to facilitate and increase scientific investigations and education in order to reduce, to the extent feasible and practicable, the use of chemical pesticides, fertilizers, and toxic natural materials in agricultural production, to improve low-input farm management to enhance agricultural productivity, profitability and competitiveness and to promote crop, livestock, and enterprise diversification. There is also an ongoing need to facilitate the conduct of projects throughout the region in order to study, to the extent practicable, agricultural production systems located in areas which possess various soil, climate, and physical characteristics, and study those farms which have been, and will continue to be, managed using farm production practices which rely on low-input and conservation practices.

Farmers and ranchers can contribute valuable experience and expertise through their direct participation and leadership in projects. It is also important to transfer practicable, reliable, and timely information to farmers and ranchers concerning practical and profitable ways to adopt low-input sustainable farming practices and systems. The promotion of partnerships between farmers, non-profit organizations, agribusiness, and public and private research and extension institutions is a significant factor in the success of alternative farming methods and systems. There is an ongoing need to promote good stewardship of the nation's natural resources by providing site-specific, profitable, and sustainable farming methods that will strengthen agricultural competitiveness; satisfy human food and fiber needs; maintain and enhance the quality and productivity of the soil; conserve soil, water, energy, natural resources, and fish and wildlife habitats; and maintain and improve the quality of surface and ground water.

III. Agreement

It is agreed that Montana State University and the National Institute of Food and Agriculture (NIFA), United States Department of Agriculture, will cooperate for their mutual benefit to conduct a research and educational program designed to promote the development and adoption of alternative farming techniques and sustainable agriculture.

IV. Responsibilities of the Parties

A) MONTANA STATE UNIVERSITY agrees to:

1) Maintain a formal organizational structure under the leadership of the project director for the Western Region (as indicated on Block 15 of the Form NIFA-2009, Award Face Sheet), including the appropriate Technical Committees (TC) and an Administrative Council (AC), for the purpose of developing and implementing the yearly Plan of Work in accordance with the operational guidelines developed by the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA). The list of members who have been selected to serve on the region's AC and TC are included in proposal number 2024-05772 and are incorporated in this agreement by reference.

2) Utilize the AC to formulate the overall policy regarding research and extension on sustainable farming systems and for the establishment of goals, priorities, and criteria for the evaluation of projects within the region. Other responsibilities include: Establish review procedures for the evaluation of project proposals and pre-proposals (if used); appoint the TC and identify other reviewers as needed; review and act on recommendations of the TC; prepare the annual Plan of Work which recommends the projects to be funded and the amount for each; promote sustainable agriculture programs at the regional level; prepare and make available an annual report concerning projects funded, together with an evaluation of the project activity; and prepare any materials necessary to meet the reporting requirements set forth by the U.S. Congress.

3) Identify and assess the specific needs of farmers through the AC and TC. The list of members of the AC and TCs and the

criteria used to appoint them are included in the proposal and incorporated in this agreement by reference. Their responsibilities include: evaluation of proposals from the various applicants within the region; following the procedures and criteria established or approved by the AC in evaluating projects for the region's Plan of Work; presenting the findings of their evaluation of proposed projects to the AC; and the preparation of any materials necessary to meet the reporting requirements set forth by the U.S. Congress.

4) Continue to pursue the input of public and private organizations in the region having an active interest in sustainable agricultural farming systems or methods and see that these organizations have an opportunity to participate in the planning and operation of the region's Plan of Work.

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6) Provide NIFA-USDA with copies of materials developed as a result of this agreement and a final report within 120 days of the expiration of this agreement.

7) Indirect costs of 10 percent of the total direct costs provided under the cooperative agreement are permitted. Therefore, the recovery of indirect costs is limited to the lesser of the institution's official negotiated indirect cost rate or the equivalent of 10 percent of total direct costs.

B) The NIFA-USDA agrees to:

1) Assign sufficient staff from NIFA to work jointly with the Cooperator in the development and implementation of the annual Plan of Work.

2) Attend AC and TC meetings as necessary to ensure the Plan(s) of Work and progress reports are compatible with the intent of the U.S. Congress and USDA Policy.

3) Jointly establish specific criteria for the selection of projects submitted to the regional AC.

4) Reimburse the Cooperator for allowable, allocable, and reasonable costs as specified on the Award Face Sheet, Form NIFA-2009 and the SF-424 budget.

5) Provide funds in the amount of \$10,810,187 in this funding authorization under the U.S. Treasury Automated Standard Application for Payments (ASAP). The total cost to NIFA will not exceed \$10,810,187.

C) It is mutually agreed that:

1) This Agreement shall be deemed effective as of September 01, 2025, and shall remain in effect until August 31, 2030. This agreement will reach the five-year time limitation for USDA awards on August 31, 2030. No-cost extensions of time will not be permitted.

2) This Agreement may be terminated at any time by either party upon receipt of written notice 30 days in advance of the intended date of termination.

3) Funds must be drawn on an as-needed basis only. Should there be unobligated funds remaining at the conclusion of the project, such funds shall be refunded to the NIFA-USDA and any undrawn authorization under the U.S. Treasury Automated Standard Application for Payments (ASAP) shall be revoked.

4) Provisions of the approved proposal on which this Agreement is based that may not be explicitly stated herein are considered an integral part of this Agreement.

5) The provisions of Executive Order No. 11246, dated September 24, 1965, Sec. 202, para. (1) through (7) are made a part of this Agreement. As appearing throughout these paragraphs, the word "contract" shall be construed to mean "agreement" and the word "contractor" shall be construed to mean the MONTANA STATE UNIVERSITY.

6) No member of or delegate to Congress shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.

7) As a condition of this Cooperative Agreement, the recipient assures and certifies that it is in compliance with and will comply in the course of the Agreement with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those set out in 7 CFR 1c 103 and in the Department of Health and Human Services regulations in 45 CFR part 46, as amended, which hereby are incorporated in this Agreement by reference, and such other statutory provisions as are specifically set forth herein.

8) In accordance with 2 CFR part 418, the recipient (and any sub tier recipient), is prohibited from making any payments from

Federal funds for lobbying a member of Congress, an officer or employee of Congress, or any Federal agency in connection with the award, renewal, extension, continuation, amendment, or modification of a particular contract, cooperative agreement, grant, or loan. If any lobbying activity from non-appropriated funds occurs and the application or award action exceeds \$100,000, then the recipient (and any sub tier recipient if applicable) must file certification and disclosure forms (instructions found in Appendix A & B of 2 CFR part 418). Primary recipients are required to collect the certification and disclosure forms from their sub-tier recipients and submit them to NIFA-USDA. If required, as stated above, certification and disclosure forms must be executed before an award action which exceeds \$100,000 is made.

9) Pursuant to the provisions of 2 CFR part 180, subpart C, as supplemented by 2 CFR part 417, subpart C, the recipient agrees as a condition of this award that it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in a covered transaction, unless specifically authorized by NIFA-USDA.

10) Pursuant to the provisions of 2 CFR Part 421, which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701-707), you as the recipient must comply with the Drug-Free workplace requirements in Subpart B or (Subpart C, if the recipient is an individual) of part 421, which adopts the Government-wide implementation (2CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. 701-707).

11) Except as otherwise provided in the terms and conditions of this Agreement, the author or the recipient organization is free to copyright any books, publications, or other copyrightable material developed in the course of or under this Agreement, but the Federal sponsoring agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

12) This award, and subawards at any tier under this award, shall be governed to the extent applicable by the provisions of 2 CFR Part 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. The OMB guidance found in subparts A through F of 2 CFR part 200 is both adopted and supplemented in 2 CFR part 400. Part 400, along with the adopted 2 CFR part 200, acts as USDA policies and procedures for uniform administrative requirements, cost principles, and audit requirements for Federal awards. This guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102 and A-133; and the guidance in Circular A-50 on Single Audit Act follow up. In addition, this award or agreement is governed by the following administrative provisions:

- a) 2 CFR 415, General program administrative regulations
- b) 2 CFR 416, General program administrative regulations for grants and cooperative agreements to state and local governments.

In addition to any other terms and conditions attached hereto, or stated herein, recipients of awards shall be bound by the Administrative Provisions established for particular programs.

1. Award No. 2025-38640-45392	2. Amendment No. 1	3. Proposal Number 2026-00164	4. Period of Performance 09/30/2025 through 09/29/2030	5. Type of Instrument Cooperative Agreement																							
6. Type of Action Revision	7. CFDA Number 10.215	8. FAIN 20253864045392	9. Method of Payment ASAP 38640453923864025000	10. CRIS Number 1034168																							
11. Authority: 7 USC 5811, 5812, 5831, 5832, Sections 1619 - 1624 of the Food, Agriculture, Conservation, & Trade Act of 1990, Sustainable Ag. Res. and Educ. Prog.																											
12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105		13. Awardee Organization MONTANA STATE UNIVERSITY BOZEMAN, MT 59717																									
14. Program Point of Contact: Vance Owens Telephone: 816-283-6925 vance.owens@usda.gov		Administrative Point of Contact: Alicia Pearson Telephone: 240-861-8685 alicia.pearson@usda.gov		15. Project Director/Performing Organization Darrin Boss Ph.D. Montana State University Bozeman, MT 59717-2860																							
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PROVISIONS																											
This Award incorporates the following: 1. The Cooperative Agreement has been received in the signed Award Face Sheet dated 9/23/2025, and has been reviewed by this office and the NIFA cognizant program official. Therefore, grant funds in the amount of \$10,810,187 are released for expenditure from Proposal Number 2025-07731. With this action, all funds for this award are now released. NIFA approves the request as indicated below: 2. The indirect cost rate agreement is limited to 10% of the total direct costs. Refer to the cooperative agreement for more details. 3. Please note that failure to submit complete, accurate, and timely reports may result in possible award delays or enforcement actions. Federal Financial SF-425 forms are to be sent to awards@usda.gov. Project progress reports are to be completed in the REEport portal located at https://portal.nifa.usda.gov. Questions regarding access to REEport should be emailed to electronic@usda.gov. 4. All other Provisions on the initial Award Face Sheet and any amendments thereto remain in effect. 5. If you have any questions concerning this action, please contact the Administrative Point of Contact listed above. Inquiries regarding ASAP Payment Accounts should be directed to the Financial Management Division at asapcustomerservice@usda.gov.																											
FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE																											
This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.																											
Typed Name Heather Daughtery Authorized Departmental Officer		Signature HEATHER.DAUGHTERY		Date 11/20/2025																							

United States Department of Agriculture National Institute of Food and Agriculture
ATTACHMENT A TO THE AWARD:
COOPERATIVE AGREEMENT NO.

BETWEEN THE U.S. DEPARTMENT OF AGRICULTURE NATIONAL INSTITUTE OF FOOD AND AGRICULTURE AND
MONTANA STATE UNIVERSITY

I. Purpose

The purpose of this project is to develop and implement a research and education program to promote the development and adoption of alternative and sustainable farming methods that are compatible with sustained human, economic, and environmental well-being. This will be known as the "Sustainable Agriculture Research and Education Program" (SARE) project for the Western Region.

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**United States Department of Agriculture
National Institute of Food and Agriculture
ATTACHMENT A TO THE AWARD : 2025-38640-45392**

MSU ID G234-26-WB803

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- 5) Provide funds in the amount of \$10,810,187 in this funding authorization under the U.S. Treasury Automated Standard Application for Payments (ASAP). The total cost to NIFA will not exceed \$10,810,187.

C) It is mutually agreed that:

- 1) This Agreement shall be deemed effective as of September 30, 2025, and shall remain in effect until September 29, 2030. This agreement will reach the five-year time limitation for USDA awards on September 29, 2030. No-cost extensions of time will not be permitted.
- 2) This Agreement may be terminated at any time by either party upon receipt of written notice 30 days in advance of the intended date of termination.
- 3) Funds must be drawn on an as-needed basis only. Should there be unobligated funds remaining at the conclusion of the project, such funds shall be refunded to the NIFA-USDA and any undrawn authorization under the U.S. Treasury Automated Standard Application for Payments (ASAP) shall be revoked.
- 4) Provisions of the approved proposal on which this Agreement is based that may not be explicitly stated herein are considered an integral part of this Agreement.
- 5) The provisions of Executive Order No. 11246, dated September 24, 1965, Sec. 202, para. (1) through (7) are made a part of this Agreement. As appearing throughout these paragraphs, the word "contract" shall be construed to mean "agreement" and the word "contractor" shall be construed to mean the MONTANA STATE UNIVERSITY.
- 6) No member of or delegate to Congress shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Agreement if made with a corporation for its general benefit.
- 7) As a condition of this Cooperative Agreement, the recipient assures and certifies that it is in compliance with and will comply in the course of the Agreement with all applicable laws, regulations, Executive Orders, and other generally applicable requirements, including those set out in 7 CFR 1c 103 and in the Department of Health and Human Services regulations in 45 CFR part 46, as amended, which hereby are incorporated in this Agreement by reference, and such other statutory provisions as are specifically set forth herein.
- 8) In accordance with 2 CFR part 418, the recipient (and any sub tier recipient), is prohibited from making any payments from Federal funds for lobbying a member of Congress, an officer or employee of Congress, or any Federal agency in connection with the award, renewal, extension, continuation, amendment, or modification of a particular contract, cooperative agreement, grant, or loan. If any lobbying activity from non-appropriated funds occurs and the application or award action exceeds \$100,000, then the recipient (and any sub tier recipient if applicable) must file certification and disclosure forms (instructions found in Appendix A & B of 2 CFR part 418). Primary recipients are required to collect the certification and disclosure forms from their sub-tier recipients and submit them to NIFA-USDA. If required, as stated above, certification and disclosure forms must be executed before an award action which exceeds \$100,000 is made.
- 9) Pursuant to the provisions of 2 CFR part 180, subpart C, as supplemented by 2 CFR part 417, subpart C, the recipient agrees as a condition of this award that it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in a covered transaction, unless specifically authorized by NIFA-USDA.
- 10) Pursuant to the provisions of 2 CFR Part 421, which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701-707), you as the recipient must comply with the Drug-Free workplace requirements in Subpart B or (Subpart C, if the recipient is an individual) of part 421, which adopts the Government-wide implementation (2CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. 701-707).
- 11) Except as otherwise provided in the terms and conditions of this Agreement, the author or the recipient organization is

**United States Department of Agriculture
National Institute of Food and Agriculture
ATTACHMENT A TO THE AWARD : 2025-38640-45392**

free to copyright any books, publications, or other copyrightable material developed in the course of or under this Agreement, but the Federal sponsoring agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.

12) This award, and subawards at any tier under this award, shall be governed to the extent applicable by the provisions of 2 CFR Part 400, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. The OMB guidance found in subparts A through F of 2 CFR part 200 is both adopted and supplemented in 2 CFR part 400. Part 400, along with the adopted 2 CFR part 200, acts as USDA policies and procedures for uniform administrative requirements, cost principles, and audit requirements for Federal awards. This guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance); Circulars A-89, A-102 and A-133; and the guidance in Circular A-50 on Single Audit Act follow up. In addition, this award or agreement is governed by the following administrative provisions:

- a) 2 CFR 415, General program administrative regulations
- b) 2 CFR 416, General program administrative regulations for grants and cooperative agreements to state and local governments.

In addition to any other terms and conditions attached hereto, or stated herein, recipients of awards shall be bound by the Administrative Provisions established for particular programs.

1. Award No. 2025-38640-45392	2. Amendment No. 2	3. Proposal Number 2026-00777	4. Period of Performance 09/30/2025 through 09/29/2030	5. Type of Instrument Cooperative Agreement																							
6. Type of Action Revision	7. CFDA Number 10.215	8. FAIN 20253864045392	9. Method of Payment ASAP 38640453923864026000	10. CRIS Number 1034168																							
11. Authority: 7 USC 5811, 5812, 5831, 5832, Sections 1619 - 1624 of the Food, Agriculture, Conservation, & Trade Act of 1990, Sustainable Ag. Res. and Educ. Prog.																											
12. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA 805 Pennsylvania Ave Kansas City, MO 64105		13. Awardee Organization MONTANA STATE UNIVERSITY BOZEMAN, MT 59717																									
14. Program Point of Contact: Vance Owens Telephone: 816-283-6925 vance.owens@usda.gov		Administrative Point of Contact: Alicia Pearson Telephone: 240-861-8685 alicia.pearson@usda.gov		15. Project Director/Performing Organization Darrell Donahue Montana State University Bozeman, MT 59717																							
16. Funding: <table><thead><tr><th></th><th>Federal</th><th>Non-Federal</th></tr></thead><tbody><tr><td>Previous Total</td><td>\$10,810,187.00</td><td>\$0.00</td></tr><tr><td>+ or -</td><td>\$0.00</td><td>\$0.00</td></tr><tr><td>Total</td><td>\$10,810,187.00</td><td>\$0.00</td></tr><tr><td>Grand Total</td><td>\$10,810,187.00</td><td></td></tr></tbody></table>			Federal	Non-Federal	Previous Total	\$10,810,187.00	\$0.00	+ or -	\$0.00	\$0.00	Total	\$10,810,187.00	\$0.00	Grand Total	\$10,810,187.00		17. Funds Chargeable <table><thead><tr><th>FY-TAS- FDC</th><th>Amount</th><th>FY-TAS-FDC</th><th>Amount</th></tr></thead><tbody><tr><td>25-1251500-38640</td><td>\$0.00</td><td></td><td></td></tr></tbody></table>			FY-TAS- FDC	Amount	FY-TAS-FDC	Amount	25-1251500-38640	\$0.00		
	Federal	Non-Federal																									
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Grand Total	\$10,810,187.00																										
FY-TAS- FDC	Amount	FY-TAS-FDC	Amount																								
25-1251500-38640	\$0.00																										
18. Title of Proposal Montana State University Western SARE Non-Competitive Renewal - FY25																											
PROVISIONS This Award incorporates the following: 1. The request(s) contained in the letter dated 12/2/2025 has been reviewed by this office and the NIFA cognizant program official. NIFA approves the request as indicated below: 2. The change in Project Director from Darrin Boss to Darrell Donahue. Refer to Block 15 "Project Director/Performing Organization." 3. The 10/1/2024 Research Terms and Conditions and the USDA/NIFA Agency-Specific Terms and Conditions shall supersede and replace the prior terms and conditions between the grantee and NIFA effective upon issuance of this amendment. 4. Failure to submit complete, accurate, and timely reports may result in possible award delays or enforcement actions. Federal Financial SF-425 forms are to be sent to awards@usda.gov. Project progress reports are to be completed in the REEport portal located at https://portal.nifa.usda.gov. Questions regarding access to REEport should be directed to electronic@usda.gov. Additional information regarding grant management and closeout can be found at: https://www.nifa.usda.gov/grants/lifecycle/post-award and https://www.nifa.usda.gov/grants/lifecycle/close-out. 5. Unless otherwise stated, all other Provisions on the initial Award Face Sheet and any amendments thereto remain in effect. 6. If you have any questions concerning this action, please contact the Awards Management mailbox (awards@usda.gov) and cc' the Administrative Point of Contact listed above.																											
FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further cause unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from issuance date of the award.																											
Typed Name Aaron Barhorst Authorized Departmental Officer		Signature AARON.BARHORST		Date 12/12/2025																							

Pass-Through Entity Contacts	Subrecipient Contacts
Institution/Organization ("Pass-through Entity") Name Montana State University Address Office of Sponsored Programs PO Box 172470 Bozeman, MT 59717-2470	Institution/Organization ("Subrecipient") Name Thurston Conservation District Address 582 Tilley Court SE, Suite 152 Tumwater, WA 98501
<u>Administrative Contact</u> Name Katie Olson Subaward Manager Address Office of Sponsored Programs PO Box 172470 Bozeman, MT 59717-2470 Phone (406) 994-2381 Email subawards@montana.edu	<u>Administrative Contact</u> Name Susan Shelton Address 582 Tilley Court SE, Suite 152 Tumwater, WA 98501 Phone 360-742-2313 Email accounting@thurstoncd.com
<u>Principal Investigator</u> Name Darrell Donahue Address Linfield Hall 207-A Montana State University PO Box 172900 Bozeman, MT 59717 Phone (406) 994-5161 Email darrell.donahue@montana.edu	<u>Principal Investigator</u> Name Kiana Sinner Address 582 Tilley Court SE, Suite 152 Tumwater, WA 98501 Phone 360-972-0407 Email ksinner@thurstoncd.com
<u>Financial Contact</u> Name Jennifer Von Sehlen Address Linfield Hall 207 Montana State University PO Box 172840 Bozeman, MT 59717-2840 Phone (406) 994-4786 Email jennifer.vonsehlen@montana.edu	<u>Financial Contact</u> Name Yan Dong Address 582 Tilley Court SE, Suite 152 Tumwater, WA 98501 Phone 360-999-3754 Email ydong@thurstoncd.com
<u>Authorized Official</u> Name Dale Huls Director Address Office of Sponsored Programs PO Box 172470 Bozeman, MT 59717-2470 Phone (406) 994-2381 Email subawards@montana.edu	<u>Authorized Official</u> Name Susan Shelton Address 582 Tilley Court SE, Suite 152 Tumwater, WA 98501 Phone 360-742-2313 Email accounting@thurstoncd.com

Records:	As required by Uniform Guidance, 2 CFR 200, or 45 CFR Part 75, SUBRECIPIENT will maintain appropriate and complete accounts, records, documents and other evidence showing and supporting all costs incurred under this agreement. Subrecipient must retain all records that are required by the terms of the prime award or may reasonably be considered pertinent to the prime award. PTE may verify all expenditure receipts and disburse funds in an amount equal to the approved expenditures. SUBRECIPIENT will allow access to PTE, the Montana Legislative Auditor and/or the Montana Legislative Fiscal Analyst, or other designated persons to all records as may be necessary for audit purposes and to determine compliance with this agreement.
Fly America Act:	The Fly America Act requires that all travelers and others performing U.S. Government-financed air travel use U.S. flag carriers to the extent such carriers are available, even if their use would cost more. Even when the entire trip cannot be made on U.S. flag carriers to the extent possible they should be used to the farthest interchange point on a usually traveled route. 301-3.6 (b)(4)(ii). Chartered flights are also subject to the requirements. Cost of duties, visas and value added tax are unallowable. Receipts of travel expenses are required to be submitted for payment.
International Travel:	All international travel must be pre-approved by the Western SARE Regional Coordinator. Travel expenses related to international travel may not be reimbursed if the trip was not pre-approved. Please submit your request in writing via email to the Pass-Through Entity PI and and the Pass-Through Entity Financial Contact as identified in Attachment 3 prior to making any international travel arrangements.
Liability Exposure:	The parties understand and agree that the liability of the State of Montana, PTE, its officials and employees is controlled and limited by the provisions of Title 02, Chapter 09, Montana Code Annotated entitled, <i>Government Structure and Administration – Liability Exposure and Insurance Coverage</i> , and the provisions of Title 18, Chapter 01, Part 4 entitled, <i>Contract Actions Against the State</i> . Any provision of this agreement, whether or not incorporated herein by reference or otherwise, will be controlled, limited and otherwise modified to limit any liability of the State of Montana, PTE, its officials and employees to that set forth in the above cited laws.
Non-Discrimination:	SUBRECIPIENT agrees that no part of this subaward will be performed in a manner which illegally discriminates against any person on the basis of race, color, religion, creed, political ideas, national origin, sex, age, marital status, physical and/or mental handicap.
Assignment Transfer and Subcontracting:	There will be no assignment, transfer, or subcontracting of this agreement, or of any interest in this agreement, unless both parties agree in writing. No services required under this agreement may be performed by individuals not subject to this agreement unless both parties agree in writing.
Use of Names:	Neither party will include the name of the other party or any of its employees in any advertising, sales promotion or other publicity matter without the prior written consent of the other party.
Reporting Requirements:	SUBRECIPIENT will provide to PTE any requested reports necessary to the completion of the prime award, and as detailed in Attachment 4A .
Rebudgeting:	Rebudgeting from one category to another is permissible to carry out the original approved plan of work as described in Attachment 5A. Rebudgeting between budget categories in excess of 10% of the overall award amount will require pre-approval. Please follow the directions provided on the Western SARE website (westernsare.org - see "Documents for Managing a Grant") for submitting a re-budget request.



Attachment 4A Subaward Agreement Additional Reporting Requirements

MSU ID G234-26-WB803

All reports should be submitted on the National SARE Electronic Reporting System available at <http://projects.sare.org>; reference Western SARE Project Number WLED26-004 for reporting purposes. SARE Reporting System Instructions can be accessed at this website: <https://projects.sare.org/sare-reporting-system-instructions/>

Progress reports are REQUIRED and due annually on January 31st of each year the project is ongoing.

Progress Report # 1 due: 1/31/2027

Progress Report # 2 due: 1/31/2028

A final report is REQUIRED and due no later than 60 days from the project end date. The final report is due by 06/30/2029

Note: 10% of the total award budget is held pending receipt and approval of the final report.

Please make a note of the reporting requirements and due dates above. Delinquent and/or unsatisfactory reporting will delay reimbursement of expenditures incurred after the report due date until the reporting requirements are met. Failure to satisfactorily meet the above reporting requirements may result in early termination of your project and forfeiture of remaining funds.

SUBAWARD EXPENSE BUDGET
COST REIMBURSABLE EXPENSES - NO PAYMENTS IN ADVANCE

	Amount
Salaries	21,106.00
Benefits	6,960.00
Sub Awards	23,207.00
Contracted Services	0.00
Supplies	3,887.00
Communication	0.00
Foreign Travel	0.00
Domestic Travel	630.00
Rent	0.00
Repair and Maint	0.00
Awards	0.00
Participant Support	0.00
Capital Equipment	0.00
Major Renovations	0.00
Facilities and Admin	4,210.00
TOTAL	60,000.00

Facilities and Admin (IDC) Basis: MTDC less equip, sub, part supp,awa Rate: 7.5462% Base Amount: 55,790.00

Email or mail invoices to:

Pass-Through Entity Financial Contact

Name Jennifer Von Sehlen
Address Linfield Hall 207
Montana State University
PO Box 172840
Bozeman, MT 59717-2840
Phone (406) 994-4786
Email invoices-wsare@montana.edu

Invoices must meet the requirements of the Agreement Terms and Conditions. Invoices that do not meet these requirements may be returned to Subrecipient.

- 1) Reference the MSU Subaward ID **G234-26-WB803** on all invoices.
- 2) Include current and cumulative costs by budget category (including cost sharing if required) on all invoices.
- 3) Invoices should be submitted monthly, or no less frequently than quarterly. Include period covered by the invoice.
- 4) Invoices must be signed, dated and certified as to truth and accuracy. Invoices or vouchers requesting payment will include a certification, signed by an authorized official, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812)."



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

PR/AWARD NUMBER OR PROJECT NAME

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

SIGNATURE

DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		FY26 Simmons & Sons Contraction, Inc.	
Lead Staff:		Katrinka Hibler	Board Meeting Date: 07/22/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
This is a Riparian Grant Program District Implemented Project that involves removing hard armor from the bank of Green Cove Creek, removing asphalt from the riparian buffer, and replanting. This contract also provides for delivery of mulch to be used by the TCD crew for a planting project on an adjacent property.			
Pros:		Cons:	
The contract bid price is in line with the engineers estimate of cost for the project. We have the funding allocated and it must be spent by the middle of 2027. The permit fish window requires that the work be completed by the end of September. Approving this contract will allow for this work to be completed.		NA	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
The costs associated with this action will be covered by the WSCC Riparian Grant Program.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
The attached contract includes our standard construction contract language, the contractor's bid packet, the project specifications and project plans, and the scope of work defined in the bid package.			



Contract

Green Cove Creek Habitat Restoration Project #2026-08



Construction Contract

This contract, made and entered into this 22 day of July, 2026, shall be the agreed basis of performing the following work by and between Thurston Conservation District, hereinafter referred to as the Owner, and Simmons & Sons Contracting, Inc. hereinafter referred to as the Contractor.

WITNESSETH: Whereas the parties hereto have covenanted and by these presents do covenant and agree with each other as follows:

FIRST: The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the contract documents entitled: **Green Cove Creek Habitat Restoration Project**

SECOND: Time of Completion: The work to be performed under this contract shall commence as soon as the Contractor has been officially notified to proceed and shall be substantially complete by **October 30, 2026**.

The Contractor further agrees that, from the compensation otherwise to be paid, the Owner may charge actual costs to the Contract for any time over the agreed to completion date where work remains uncompleted, which sum is agreed upon as the liquidated damages which the Owner will sustain in case of the failure of the Contractor to complete the work in the time stipulated and this sum is not to be construed as in any sense a penalty.

THIRD: In consideration of the Performance of the Work, herein contained on the part of the Contractor, the Owner hereby agrees to pay the Contractor for said work completed according to the Contract Documents, the sum of \$36,300 plus 8.3% State Sales Tax consisting of the following:

BASE BID and TOTAL CONTRACT AMOUNT \$ 39,312.90

FOURTH: The unit prices are hereby accepted as per the SCHEDULE OF ITEMS

FIFTH: The Contractor agrees to hold harmless to the landowner and TCD from any liability associated from injuries or damages occurring to workers implementing the project to the extent allowed by law. Contractor shall waive the immunity provided to them under Washington Industrial Insurance Act for injured workers to the extent that damages or claims are asserted by the Contractor's workers against TCD, its agents and employees, or the landowner. Contractor will defend, indemnify, and hold harmless the TCD, its agents and employees, or the landowner to the extent that Contractor's workers assert damages or claims against TCD, its agents and employees, or the landowner. By executing this agreement, the Contractor has duly considered and accepted this condition.

SIXTH: The Contractor shall procure and shall maintain until final acceptance of the work, such insurance as will protect the landowner, Thurston Conservation District, and its supervisors, director, agents, and employees, for claims arising out of or resulting from Contractor's work under this Contract Agreement, whether performed by the Contractor, or by anyone directly or indirectly employed by Contractor, or by anyone for whose acts Contractor may be liable. The Contractor's insurance shall include contractual liability coverage and additional insured coverage for the benefit of the Contractor, TCE, Landowner and anyone else either is required to name (as set forth in the schedule below), and shall specifically include coverage for completed operations. The insurance required to be carried by the Contractor and any Subcontractors shall be PRIMARY AND NON-CONTRIBUTORY. With respect to each type of insurance specified hereunder, the Conservation District's insurances shall be excess to Subcontractor's insurance. The coverage provided under the Contractor's commercial general liability policy shall be written on an "occurrence" basis and no policy provisions shall restrict, reduce, limit, or otherwise impair contractual liability coverage or the Conservation District's status as additional insured. Not less than five (5) days prior to commencement of the work and until final acceptance of the work, Contractor shall provide the Conservation District with certificate(s) of insurance evidencing the required insurance coverage with the limits stated below or elsewhere in the Contract documents. Further, the Contractor shall provide the Conservation District thirty (30) days written notice of a change or cancellation in coverage.

The Contractor shall maintain no less than the limits specified in the Washington Department of Transportation's Standard Specifications for Road, Bridge, and Municipal construction M 41-10 Section 1-07.18 each of the following insurance coverages:

1-07.18(5) Required Insurance Policies

1. Owners and Contractors Protective (OCP) Insurance providing bodily injury and property damage liability coverage, with limits of \$3,000,000 per occurrence and per project in the aggregate for each policy period, which shall be written solely on a standard surety provided form. No other forms or exclusions shall be accepted, added, or amended to this policy. This policy shall be kept in force from the execution date of the Contract until the Physical Completion Date. OCP Insurance shall not be subject to a deductible or contain provisions for a

deductible, nor shall it provide for any language rendering it excess over any other coverage available to a named insured for the claims alleged.

2. Commercial General Liability (CGL) Insurance written under ISO Form CG0001, with minimum limits of \$3,000,000 per occurrence and in the aggregate for each 1-year policy period. This coverage must be on a primary and non-contributory basis only. Products and completed operations coverage shall be provided for a period of 3 years following Substantial Completion of the Work. At the discretion of the Contractor, the CGL may contain provisions for a deductible. If a deductible applies to any claim under this policy, then payment of that deductible will be the responsibility of the Contractor, notwithstanding any claim of liability against the Contracting Agency. However, in no event shall any provision for a deductible provide for a deductible in excess of \$50,000.00.

3. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the Work, with a combined single limit of not less than \$1,000,000 per occurrence. This coverage may be any combination of primary, umbrella, or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence, with Thurston Conservation District, and the landowners named as an additional insured or designated insured in connection with the Contractor's performance of the Contract. If pollutants are to be transported, MCS 90 and CA 99 48 endorsements are required on the Commercial Automobile Liability insurance policy unless in-transit pollution risk is covered under a Pollution Liability insurance policy. At the discretion of the Contractor the Commercial Automobile Liability policy may contain provisions for a deductible. If a deductible applies to any claim under this policy, then payment of that deductible will be the responsibility of the Contractor, notwithstanding any claim of liability against the Contracting Agency. However, in no event shall any provision for a deductible provide for a deductible in excess of \$50,000.00.

SEVENTH: The venue for any legal action related or indirectly related to the project will be Thurston County Superior Court.

EIGHTH: Boundaries -- Conservation District will supply the Contractor with a legal description of the property and/or stake or mark the work area. Contractor will confine operations to the work area and any other area identified for parking and staging use.

NINTH: Labor and Material -- The Contractor shall pay all valid charges for labor and material incurred by Contractor and used in the construction of the project and shall keep the property free from liens and claims. However, no waiver or release of mechanic's lien given by Contractor or a Subcontractor shall be binding until all payments due to the Contractor under this Contract when the release was executed have been made. Contractor further acknowledges that the Indemnification Clause above applies to Subcontractor claims for payment, including liens, whether or not those claims have been asserted in formal litigation

TENTH: Concealed Conditions -- If Contractor should encounter concealed conditions that were not reasonably anticipated by Contractor, such as rock, unexpected subsurface or soil conditions, unexpected water, hazardous materials, or other condition that differs materially from that which would be reasonably expected by a competent contractor in the trade, Contractor will call such conditions to the attention of Conservation District immediately, and the contract price and time for completion will be accordingly adjusted for any delay or extra work required to address the concealed condition. Unusually inclement weather is not a concealed condition under this clause.

ELEVENTH: Right to Stop Work -- Conservation District shall have the right to stop work for any reason and may keep the job idle for no more than one month without an adjustment in Contract price. If the delay exceeds one month, Contractor shall have the right to renegotiate the price, and Conservation District shall have the right to terminate Contractor without additional payment if the negotiation does not result in a mutually agreeable price. Contractor shall be entitled to additional contract time equal to the length of any delay under this clause.

TWELFTH: Binding on Successors -- All of the provisions of this Contract will be binding on the assignees, successors, parent companies, and subsidiary companies of both parties. If either party is acquired by a corporation through purchase, merger, or consolidation, the provisions of this Contract will be binding on the successor or surviving corporation.

THIRTEENTH: Invalidity -- The invalidity of or unenforceability of any provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted. Further, both parties have negotiated, or have had the opportunity to negotiate, all the terms of the Contract.

FOURTEENTH: Amendments and Waivers -- All amendments and other modifications of this Contract shall be in writing and signed by each of the parties. The delay or failure of any party to insist, in any one instance or more, upon strict performance of any of the terms or conditions of this Contract or to exercise any right hereunder shall not be construed as a waiver of any such terms, conditions or rights.

The contract documents include the special conditions which define the order of interpretation if conflicts are found. This provision can be found in Section 1-04.2.

The unit prices shall be utilized for any additive and deductive work within 20% of the TOTAL BID, INCLUDING SALES TAX. The unit price shall provide the Contractor with full compensation for the cost of labor, materials, equipment, overhead, profit and any additional costs associated with the unit bid.

IN WITNESS WHEREOF: Thurston Conservation District has caused this Contract to be subscribed in its behalf and the said Contractor has signed this Contract the day and year first above written.

Contractor:	Project Sponsor/Owner:
Simmons & Sons Contraction, Inc.	Thurston Conservation District (TCD)
By:	By:
Title:	Title:
Date:	Date:
Washington State Contractors License No.:	
Federal Tax Id. No.	
UBI. No.	

BID PROPOSAL

Project Name: Green Cove Creek Habitat Restoration Project #2026-08

Bid Submittal Deadline: 10:00am June 29th, 2026

Attention: Katrinka Hibler

GENERAL

Bids must be submitted via email to katrinka@thurstoncd.com by 10am June 29th, 2026. The email should have "Green Cove Creek Habitat Restoration, (contractor name)" in the title.

PROPOSAL

The undersigned Bidder hereby certifies that the Bidder has examined the location and construction details of work, is familiar with the local conditions at the place where the work is to be done, and has read and thoroughly understands the Project Documents governing the work and the method by which payment will be made for said work and hereby propose to undertake and complete the work in accordance with said Project Documents and that the Bidder will take in full payment therefore the sums set forth in the following Bid Schedule.

BID CONDITIONS

It is expressly understood and agreed that the following Bid Schedule amounts are the basis for establishing the low bidder for award of the Contract. Measurement and Payment provisions of the Project Documents. Bid prices shall be inclusive of any sales tax. This contract will be awarded on a lump sum cost basis in conjunction with other evaluation criteria as detailed in the bid package. Unit costs are for the evaluation of bids and additional work if required. Unit costs shall include all labor, equipment, and materials needed to complete the work as described in the Statement of Work.

BIDDER INFORMATION

Proper Name of Bidder: <i>Simmons & Sons Contracting, Inc</i>	
Contractor's License No.: <i>SIMMOSC908Q9</i>	UBI No: <i>603015443</i>
Mailing Address: <i>28 Fairbairn Rd</i> <i>Montesano, WA 98563</i>	
Phone No: <i>360-590-0593 Mike</i>	Fax No: <i>360-749-5412</i>
Email: <i>Simmonssonsinc @ comcast.net</i>	

SCHEDULE OF ITEMS

Item #	Work Item	Unit	Qty	Unit Cost	Line Cost
1.00	General Requirements	LS	1	0	0
1.01	Mobilization, Demobilization, Site Prep. and Restoration	LS	1	5,000. ⁰⁰	5,000. ⁰⁰
1.02	Access Route Protection and Restoration	LS	1	2,500. ⁰⁰	2,500. ⁰⁰
2.00	Water/TESC/SPCC Plans	LS	1	0	0
2.01	Temporary Erosion and Sediment Control (TESC) Plan	LS	1	500. ⁰⁰	500. ⁰⁰
2.02	Spill Prevention Control and Countermeasure (SPCC) Plan	LS	1	500. ⁰⁰	500. ⁰⁰
3.00	Site Preparation and TESC Measures	LS	1	500. ⁰⁰	500. ⁰⁰
4.00	Ecology Block Removal and Disposal	LS	1	5,000. ⁰⁰	5,000. ⁰⁰
5.00	Asphalt and Road Base Removal and Disposal	LS	1	5,000. ⁰⁰	5,000. ⁰⁰
6.00	Log placement (Logs provided on site by TCD)	EA	2	1,000. ⁰⁰	2,000. ⁰⁰
7.00	Mulch Acquisition and Placement adjacent to creek	LS	1	1,500. ⁰⁰	1,500. ⁰⁰
8.00	Mulch Acquisition, Delivery and stockpile	CY	200	40	8,000. ⁰⁰
	Additive Bid Items				
A9.00	Log acquisition and delivery	EA	2	1,500. ⁰⁰	3,000. ⁰⁰
A10.00	Fence Removal and Disposal	LF	1400	2. ⁰⁰	2,800. ⁰⁰
	Construction Subtotal	LS	1		36,300. ⁰⁰
	Thurston County sales tax (8.3%)	LS	1		3,012. ⁹⁰
	Project Construction Total	LS	1		39,312. ⁹⁰

CY - Cubic Yard, Dia. - Diameter, EA - Each, L - long, LF - Linear Foot, LS - Lump Sum, RW - Rootwad, TON - Short Ton (2,000 lb),

Bid Guarantee Period

I agree to hold this bid open for a period of **45 days** after the bid opening. If this bid is accepted I agree to execute a Contract and/or Purchase Order with Thurston County Conservation District along with furnishing all required bonding (if required) and insurances.

Attachments Required

Failure to provide any of the required attachments will result in bid disqualification.

INTENT TO PAY PREVAILING WAGES

The undersigned hereby agrees to pay labor not less than the prevailing rate of wages set forth in the Special Provisions for this project.

REFERENCES & QUALIFICATIONS

The undersigned understands that the Thurston Conservation District reserves the right to contact the references provided within this bid package to determine the manner and quality of work done. The Thurston Conservation District reserves the sole right to determine the adequacy of the experience and responsibility of any bidder based on information provided by the references and qualifications provided, and also reserves the right to deny award to the apparent low bidder based on this determination. The undersigned also certifies that there has been no collusion with or undue influence placed on the listed references to either falsify or withhold information regarding past work performance and business practices.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association, or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

Initial to acknowledge receipt and consideration of bid addendums in preparing this bid Proposal:

Addendum 1: MS

Addendum 3: _____

Addendum 2: _____

Addendum 4: _____

By:

Marjorie Simmons

Signature

Marjorie Simmons

Printed Name

President

Title

MANDATORY BIDDER RESPONSIBILITY CHECKLIST

The following checklist will be used by Owners in documenting that a Bidder meets the mandatory bidder responsibility criteria. **Bidders shall print a copy of the applicable documentation from the appropriate website to include with this checklist.** This form and associated documentation shall be submitted as part of the Bidder's Bid.

General Information		Bid Submittal Deadline: 10am June 29 th , 2026	
Project Name: Green Cove Creek Habitat Restoration Project		Project Number: 2026-08	
Bidder's Business Name: Simmons & Sons Contracting, Inc			
Contractor Registration:			
License Number: SIMMOSC908Q9		Status: Active: Yes ☒ No ☐	
Effective Date (must be effective on or before Bid Submittal Deadline): 5-4-2010		Expiration Date: 5-4-27	
Current UBI Number:			
UBI Number: 603015443		Account Closed: Open ☒ Closed ☐	
Industrial Insurance Coverage – Attach a copy of the Employer Liability Certificate that is available at: https://fortress.wa.gov/lni/crpsi/MainMenu.aspx			
Account number: 196413-00		Account Current: Yes ☒ No ☐	
Employment Security Department Number: 263297-00-3			
State Excise Tax Registration Number: 603015443			
Tax Registration Number: 272857761		Account Closed: Open ☒ Closed ☐	
Contractor Licenses:			
Bidder certifies that neither it nor its principals nor any other lower tier participant are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Further, the Bidder agrees not to enter into any arrangements or contracts related to this Contract with any party that is on the Excluded Parties List System, now maintained on the System for Award Management website at: https://www.sam.gov		Yes ☒ No ☐	
Name and Address of Registered Agent, General Partner, or Managing Member			
Name and Title: President Margie Simmons 6-29-26		Address: 28 Fairbairn Rd Montesano, WA 98563	

PROJECTS SIMILAR IN SCOPE AND COMPLEXITY

Identify and describe three projects performed by the Bidder within the last five (5) years where project work that is similar in scope and complexity has been completed.

Project Name: <u>Shawn Drive at unnamed Tributary to Dempsey Creek Fish Passage</u>			
Initial Contract <u>Start/End Date:</u>	<u>7-16-25</u>	Actual Contract <u>End Date:</u>	<u>9-31-25</u>
Initial Contract Value:	<u>\$ 858,000.00</u>	Final Contract Value:	<u>\$ 850,000.00</u>
Owner Name:	<u>Thurston County Public Works</u>	Owner Phone #:	<u>360-867-2361</u>
Contact Name:	<u>Steve Bricker</u>	Contact Phone #:	<u>360-867-2361</u>
Detailed description of how project is similar in scope and complexity: <u>Remove road asphalt, install bypass road, remove culvert, redirect creek, install bridge & footings, install rootwad logs, install plants, trees & mulch, install guardrail, pave roadway remove bypass road made from concrete blocks.</u>			

Project Name: <u>Kellogg Dr. N.E.</u>			
Initial Contract <u>Start/End Date:</u>	<u>9-23-24</u>	Actual Contract <u>End Date:</u>	<u>11-18-24</u>
Initial Contract Value:	<u>\$ 258,000.00</u>	Final Contract Value:	<u>\$ 436,000.00</u>
Owner Name:	<u>Thurston County Public Works</u>	Owner Phone #:	<u>360-867-2361</u>
Contact Name:	<u>Steve Bricker</u>	Contact Phone #:	<u>360-867-2361</u>
Detailed description of how project is similar in scope and complexity: <u>Removed trees, remove road asphalt, dug up 160' of 3' concrete concrete culvert, installed new culvert, installed rootwad logs on outfeed of culvert, backfilled, stepped backfill sides, bypassed creek with 6" pump system, coffer dams, fish nets, armored sides, mulched bare areas, late mow, seeded, patched asphalt roadway.</u>			

Project Name: <u>Arrow Lumber Culvert Replacement</u>			
Initial Contract Start End Date:	<u>8-26-24</u>	Actual Contract End Date:	<u>9-9-24</u>
Initial Contract Value:	<u>\$100,000.00</u>	Final Contract Value:	<u>\$94,500.00</u>
Owner Name:	<u>City of Ocean Shores</u>	Owner Phone #:	<u>360-940-7500</u>
Contact Name:	<u>Jenny Belcher</u>	Contact Phone #:	<u>360-940-7500</u>
Detailed description of how project is similar in scope and complexity: Remove chainlink fencing, dug up 60' of 5' steel culvert and concrete blocking used for slope fill, installed fish nets, coffer dams, 3- sets of 3" pumps to pump flowing water and by pass and to dewater ground water on sandy work area ground, installed new culvert, backfilled, patched asphalt roadway, new chainlink fencing, made sure creek was not disturbed due to small mud suckers fish.			

Key Personnel Qualifications

List below key personnel, their contact information, role to be performed in this project, qualifications, experience with similar projects, and years of experience doing similar work.

- 1.) Mike Simmons: Superintendent / Project Manager
360-590-0593
40 years experience / Over see project
- 2.) Jasen Simmons: Operator / Foreman - flagger
360-470-9367
15 years experience / run equipment & over see workers
- 3.) Aaron Erickson: General laborer / carpenter - flagger
360-358-0190
25 years experience / Laborer
- 4.) Rusty Spencer: Truck Driver - flagger
360-580-4028
40 years experience / Truck Driver

Proposed Approach

Describe below your proposed work schedule and timeline, equipment to be used, disposal location, source for compost and mulch, how you will maintain ingress and egress for residents, Temporary Erosion and Sediment Control strategy, Spill Prevention Control and Countermeasure Plan strategy and staff assigned to the project.

- 1.) Day 1 move in, remove all fencing from field, company truck will be parked on edge of field out of the way for residents to travel, trees will be lined up to get down to creek, medium size excavator, Hitachi 85 will be used to remove ~~and~~ blocks & asphalt, which will be hauled off using our FSSD small pick-up dump truck,
- 2.) Day 2, our Freight liner truck which is a single axle 24' flat bed truck will haul in and drop off the rootwad logs back by the creek and pump house, the Hitachi 85 will slide the logs into place, our FSSD pick-up dump truck will haul in mulch to the pump house and our 85 Hitachi will spread it out.
- 3.) Day 3 we will clean up job site, move out, 2 Flaggers will stay behind to stop traffic & direct Brady Trucking & landscaping where to dump 4 loads of mulch from their live floor large trailers.

TESC:

If sediment material starts to fall into creek while removing blocks, a high visibility silt fence will be installed around the blocks and work area, if fish netting needs installed that can be done also.

SPCC:

Simmons & Sons Contracting, Inc has a complete plan packet which will be ~~available~~ available if awarded project.
On site spill kits & on work truck.

Disposal:

Simmons & Sons will recycle blocks for company laydown yard use & also recycle removed asphalt to company laydown yard.

Equipment:

Dump Truck, 85 excavator, work truck, tilt deck trailer, Flat bed truck.

Notice of Invitation for Bids

Green Cove Creek Habitat Restoration Project #2026-08 11

SUPPLEMENTAL BIDDER CERTIFICATIONS

As part of the Supplemental Bidder Responsibility Criteria documentation, the Bidder shall complete all of the following Certifications by checking the appropriate boxes and signing the bottom portion of the form. If the Bidder has been involved in any of the described activities, then on a separate sheet, provide a written explanation as discussed below.

Termination for Cause Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- ☒ The undersigned certifies that the Bidder has not had any public works contracts terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.
- ☐ Alternatively, the undersigned confirms that the Bidder has had any public works contracts terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.

If the Bidder has had any public works contracts terminated for cause as discussed above, provide a written explanation for all contracts terminated for cause by identifying the Project contract which was terminated, the government agency which terminated the contract, the date of the termination, and a description of the circumstances surrounding the termination.

Liquidated Damages Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- ☒ The undersigned certifies that the Bidder has not been assessed liquidated damages related to the performance of a public works contract by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.
- ☐ Alternatively, the undersigned confirms that the Bidder has been assessed liquidated damages related to the performance of a public works contract by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.

If the Bidder has been assessed liquidated damages as discussed above, provide a written explanation for all liquidated damages paid by identifying the Project, the government agency which assessed the liquidated damages, the amount of the liquidated damages, the date the liquidated damages were paid, and a description of the circumstances surrounding the assessment.

Litigation Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- ☒ The undersigned certifies that the Bidder has not been a party as a plaintiff or defendant in any lawsuits, in Washington State superior or district court in the Puget Sound region (defined as King, Kitsap, Pierce, Snohomish, and Thurston Counties), U.S. District Court for the Western District of Washington, or tribal court, during the ten (10)-year period immediately preceding the bid submittal deadline for this Project, involving any issues relating to work done by the Bidder, which were resolved adversely to the Bidder through judgment or settlement. The undersigned also certifies that the Bidder has not been a party as a plaintiff or defendant in any lawsuits in any state, tribal, or federal court anywhere in the United States, during the ten (10)-year period immediately preceding the bid submittal deadline for this Project, involving any issues relating to work done by the Bidder, which were resolved adversely to the Bidder through judgment or settlement.
- ☐ Alternatively, the undersigned confirms that the Bidder has been a party as a plaintiff or defendant in a lawsuit or lawsuits as noted above.

If the Bidder has been involved in litigation as discussed above, provide a written explanation for all lawsuits in which the Bidder has been involved in the preceding ten (10) years, identifying the parties, court, case number, status of case, and judgment and penalties, if appropriate.

Public Bidding Crimes Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- ☒ The undersigned certifies that the Bidder has not been convicted of a crime involving bidding on a public works contract.
- ☐ Alternatively, the undersigned confirms that the Bidder has been convicted of a crime involving bidding on a public works contract.

If the Bidder has been convicted of a public bidding crime as discussed above, provide a written explanation of the conviction(s) in which the Bidder was involved, identifying the parties, court, case number, status of case, and judgment and penalties, if appropriate.

6-29-26

Date

Simmons & Sons Contracting, Inc

Proper Name of Bidder

Marjorie Simmons

Signature

Marjorie Simmons

Printed Name

President

Title

NOTES:

1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a Corporation, this proposal must be executed by its duly authorized officials.

Department of Labor and Industries
PO Box 44450
Olympia, WA 98504-4450

SIMMONS & SONS CONTRACTING INC

Reg: CC SIMMOSC908Q9
UBI: 603-015-443

Registered as provided by Law as:
Construction Contractor
(CC01) - GENERAL

937
SIMMONS & SONS CONTRACTING INC
28 FAIRBAIRN RD
MONTESANO WA 98563

Effective Date: 11/29/2010
Expiration Date: 3/20/2027

BID BOND

KNOW ALL PARTIES BY THESE PRESENTS, That we, Simmons & Sons Contracting, Inc.

Of Montesano, WA as principal, and the Old Republic Surety Company
a corporation duly organized under the laws of the state of ~~Washington~~^{Wisconsin}, and authorized to do
business in the State of Washington, as surety, are held and firmly bound unto the **Thurston
Conservation District** in the full and penal sum of **five (5) percent to the total amount of the bid
proposal** of said principal for the work hereinafter described, for the payment of which, well and
truly to be made, we bind our heirs, executors, administrators and assigns, and successors and
assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting
his or its sealed proposal for the following construction, to wit:

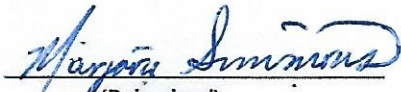
Green Cove Creek Habitat Restoration Project #2026-08

said bid and proposal, by reference thereto, being made a part hereof.

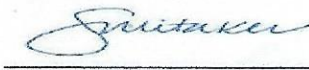
NOW, THEREFORE, If the said proposal bid by said principal be accepted and the
contract be awarded to said principal, and if said principal shall duly make and enter into and
execute said contract and shall furnish bond as required by the **Thurston Conservation District**
within a period of twenty (20) days from and after said award, exclusive of the day of such
award, then this obligation shall be null and void, otherwise it shall remain and be in full force
and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these
presents to be signed and sealed this 29th day of June, 2026.

Simmons & Sons Contracting, Inc.


(Principal)

Old Republic Surety Company


(Surety)



Sarah Whitaker

(Attorney-in-fact)

Notice of Invitation for Bids

Green Cove Creek Habitat Restoration Project #2026-08 16



OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

ERIC A. ZIMMERMAN, JAMIE L. MARQUES, CARLEY ESPIRITU, ALICEON A. KELTNER, CHRISTOPHER KINYON, BRANDON K BUSH, JACOB T. HADDOCK, HOLLI LAGERQUIST, ALYSSA J. LOPEZ, KATHARINE J. SNIDER, AMELIA G. BURRILL, JUSTIN DEAN PRICE, LINDSEY ELAINE JORGENSEN, SARAH WHITAKER, JULIE A. CRAKER, CHARLA M. BOADLE, SHARREE SUTHERLAND, CELESTE M. VAN VLIET of TACOMA, WA its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

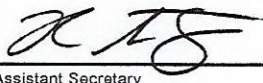
RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 17th day of April, 2026.



Assistant Secretary



OLD REPUBLIC SURETY COMPANY

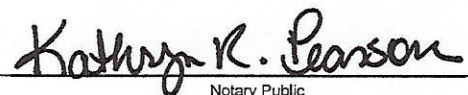


President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 17th day of April, 2026, personally came before me, Alan Pavlic and Kevin J. Abitz, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.




Notary Public

My Commission Expires: September 28, 2026

(Expiration of notary's commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.



78-8560

Signed and sealed at the City of Brookfield, WI this 29th day of June, 2026.



Assistant Secretary

ORSC 22262 (3-06)

PROPEL INSURANCE

AMENDMENTS AND SPECIAL PROVISIONS INTRODUCTION

The Project shall be constructed in accordance with the *Washington State Department of Transportation's Standard Specifications for Road, Bridge and Municipal Construction Most Current Version* (WSDOT Standard Specifications) including revisions in following AMENDMENTS TO THE SPECIAL CONDITIONS. Additional specifications in the following sections describe items not covered by the WSDOT Standard Specifications.

GENERAL REQUIREMENTS AND AMENDMENTS TO THE STANDARD SPECIFICATIONS

The following Amendments to the Standard Specifications are made a part of this contract and supersede any conflicting provisions of the Standard Specifications.

Each Amendment contains all current revisions to the applicable section of the Standard Specifications and may include references, which do not apply to this particular project.

The project specifications presented here as Special Provisions define work scope and minimum requirements associated with the implementation / construction of the proposed Eld Inlet Bulkhead Removal Project. The special provisions provided in the following sections supplement the WA Department of Transportation Standard Specifications listed below (referred to as WSDOT thereafter), with new, replaced, or modified requirements specific to this project.

WSDOT Specification: Standard Specifications for Road, Bridge, and Municipal Construction (M 41-10), WA Department of Transportation, 2026.

This project specifications supplement and further explain design notes presented in Final Design Drawing Plan Set. They do not replace or modify design sheet notes.

In addition, Contractor shall refer to permit documents for all permitting conditions & constraints and all regulatory requirements.

DIVISION 1 - GENERAL REQUIREMENTS

1-01 DEFINITIONS AND TERMS - LOCAL AGENCY

The following substitution of words shall prevail in the Standard Specifications:

Wherever the word "State" is used, it shall mean Owner.

Wherever the words "Department" or "Department of Transportation" are used, they shall mean Owner.

Wherever the words "Transportation Commission" are used, they shall mean the Board for the Owner.

Wherever the words "Secretary" or "Secretary of Transportation" are used, they shall mean the Director of the Board the Owner.

Wherever the words "State Treasurer" are used, they shall mean the Owner Accountant.

Wherever the words "State Auditor" are used, they shall mean the Owner Auditor.

Wherever the words "Motor Vehicle Fund" are used, they shall mean the Owner Project Fund.

Wherever, in the Contract, the specifications and other Contract documents, the following words and terms or pronouns in place of them are used, the meaning will be construed as follows:

PROJECT: Green Cove Creek Habitat Restoration Project.

Board, Board of Directors: The elective body having authority over the Owner's matters as provided by law.

Department, Public Works Department: The agent of the Board of Directors for the Owner for the administration of project work; the Executive Director.

County Road Engineer: The Project Engineer for the TCD and such agents as authorized to act on his behalf.

Contracting Agency: Thurston Conservation District (TCD).

Consultant: None

Project Manager: Project Manager from TCD, or PM assigned representative, acting directly for the Owner and Sponsor.

Engineer: TCD project engineer, or Engineer assigned representative

Laboratory: The laboratory designated by the Engineer.

Contractor: Contactor awarded construction of project, including contractor's subcontractor(s).

Landowner: Owner of the property.

WORK: action described in the plans or special provisions

Item of Work: For the purpose of this project, an item of work shall be considered a unit of work. Payment will be made for actual work performed at Unit Contract Price for completed units of work.

Contract Plans: Final design drawing plan set.

Sheet(s): Specific sheet(s) of final design drawing plan set.

1-02 BID PROCEDURES AND CONDITIONS

1-02.1 Prequalification of Bidders

This section is revised to read:

The landowner may need to prequalify bidder before contract is signed.

A list of similar projects previously completed by Bidder, including contact person with their telephone number, and date project was completed, shall be included in the List of Similar Projects section. Contractor is required to have successfully performed three (3) projects of similar scope within the last Five (5) years, including at least one project totaling at least \$30,000.

For the purposes of determining whether Bidders are pre-qualified, "similar"

- Work involving permit requirements per 1-07.5 "Fish and Wildlife and Ecology regulations" and 1-07.6 "Permits and Licenses" through WDFW, USFWS, ACOE, and WADOE including permits such as a 401, 404, HPA.
- Water management through temporary erosion control measures around wetlands, shorelines, or floodplains.

The Contractor is required to staff project with job foreman/superintendent and excavator operator with minimum experience as follows:

1. Five years' experience with similar project work.
2. Three projects within seven years greater than \$30,000
3. Be able to demonstrate in the above projects how they were managed to comply with erosion control and other permitting requirements.

1-02.2 Plans and Specifications

This section is revised to read:

Project Manager shall provide access to electronic versions of the Contract document (Contract Form, Specifications, Bid Forms and Plans) to Contractor for project bidding purposes through Builders Exchange of Washington (www.bxwa.com). Contractor shall make all other copies of Contract documents needed for completion of Contractor's work.

1-02.3 Estimated Quantities

Include as written.

1-02.4 Examination of Plans, Specifications and Site of Work

1-02.4(1) General

This section is supplemented with the following:

All prospective bidders are required to participate in the onsite pre-bid meeting prior to bidding.

1-02.4(2) Subsurface Information

Include as written.

1-02.5 Proposal Forms (Bid Forms)

This section is revised to read:

All prospective bidders must submit proposals electronically on the forms provided in the provided bid proposal package.

1-02.6 Preparation of Proposal

This section is supplemented with the following:

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington, Owner encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this invitation or as a Subcontractor to a bidder. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

1-02.7 Bid Deposit

This section is revised to read:

If the proposal bid is accepted and the contract be awarded the Contractor shall furnish a 5 percent bond to the owner within a period of twenty (20) days from the date of award, exclusive of the day of such award.

1-02.8 Non-collusion Declaration and Lobbying Certification

Include as written.

1-02.9 Delivery of Proposal

This section is revised to read:

1. The bid proposal shall be emailed to Katrinka Hibler at katrinka@thurstoncd.com with the subject line Green Cove Creek Habitat Restoration and Contractor name.
2. This project is being bid with the Small Works Roster. A public bid opening will not be held.

1-02.10 Withdrawal or Revision of Proposal

Include as written.

1-02.11(Combination and Multiple Proposals) is deleted.

1-02.12 Public Opening of Proposals

This section is supplemented with the following:

After the Bid Opening, Bidders may obtain bid results from the Project Manager by emailing the contact listed on the cover of the bid proposal or checking the listing on BXWA.

1-02.13 Irregular Proposals

This section is revised to read:

A Proposal will be considered irregular and may be rejected if it does not comply with the requirements specified in the Notice of Invitation for Bids.

1-02.14 Disqualification of Bidders

Include as written.

1-02.15 Pre-Award Information

Include as written.

1-02.16 Bid Amounts

This section is added:

The Bidder agrees to hold the base bid prices for forty-five (45) days from date of bid opening.

1-03 AWARD AND EXECUTION OF CONTRACT

1-03.1 Consideration of Bids

This section is supplemented with the following:

The low bidder, for the purposes of evaluating bids and award, shall be the lowest responsive Bidder offering the lowest aggregate amount of the BASE BIDS, represented as the Total Bid on the Bid Form. A "NO BID" or "\$0" bid entered in the bid summary above for either of the Base Bids will result in disqualification of the bid. For the purposes of awarding this Contract, the Contract will be awarded to the lowest responsive Bidder meeting the qualification criteria in set forth in Section 1-02.1 of these Special Provisions. In addition, the Contracting Agency reserves the right to award the contract amount based on any or all of the bid items listed to restrict the contract amount to the funds available, and to reject any or all bids for any reason whatsoever and waive formalities as the interest of may be required.

1-03.2 Award of Contract

Include as written.

1-03.3 Execution of Contract

This section is revised to read:

The bidder will return to the Owner a signed contract, insurance certificate(s) and bonds within five (5) days after receipt of contract. If the apparent successful bidder fails to sign all contractual documents or provide the bond and insurance as required or return the documents within five (5) days after receipt of the contract, the Owner may terminate the award of the contract or award to the next bidder.

1-03.4 Contract Bond

Item 1 is revised to read:

1. Be on a standard surety provided form;

1-04 SCOPE OF WORK

1-04.1 Intent of the Contract

Include as written.

1-04.2 Coordination of Contract Documents, Plans, Special Provisions Specifications and Addenda

Include as written.

1-04.4 Changes

This section is supplemented with the following:

If Owner desires to order a change in the Work, it may request a written Change Order proposal from Contractor.

1. Due to the short and critical duration of this type of project, Contractor shall submit a Change Order proposal within 24 hours of the request from Owner, or within such other period as mutually agreed.
2. Contractor's Change Order proposal shall be full compensation for implementing the proposed change in the Work, including any adjustment in the Contract Sum or Contract Time,

and including compensation for all delays in connection with such change in the work and for any expense or inconvenience, disruption of schedule, or loss of efficiency or productivity occasioned by the change in Work.

3. Upon receipt of the Change Order proposal, or a request for equitable adjustment in the Contract Sum or Contract Time, Owner may accept or reject the proposal, request further documentation, or negotiate acceptable terms with the Contractor.

4. Pending agreement on the terms of the Change Order, Owner may direct Contractor to proceed immediately with the Change Order Work. Contractor shall not proceed with any change in the Work until it has obtained Owner's approval. All Work done pursuant to any Owner-directed change in the Work shall be executed in accordance with the Contract Documents.

5. If Owner and Contractor reach agreement on the terms of any change in the Work, including any adjustment in the Contract Sum or Contract Time, such agreement shall be incorporated in a Change Order. The Change Order shall reflect full payment and final settlement of all claims for time and for direct, indirect and consequential costs, including costs of delays, inconvenience, disruption of schedule, or loss of efficiency or productivity, related to any Work either covered or affected by the Change Order, or related to the events giving rise to the request for equitable adjustment.

6. A request for an equitable adjustment in the Contract Sum shall be based on written notice delivered to the Owner within 24 hours of the occurrence of the event giving rise to the request. For purposes of this part, "occurrence" means when Contractor knew, or in its diligent prosecution of the Work should have knowledge of the event giving rise to the request. If the Contractor believes it is entitled to an adjustment in the Contract Sum, Contractor shall immediately notify the Owner and begin to keep and maintain complete, accurate and specific daily records. Contractor shall give the Owner access to any such records and, if requested, shall promptly furnish copies of such records to Owner.

7. Contractor shall not be entitled to any adjustment in the Contract Sum for any occurrence of events or costs that occurred more than 24 hours before Contractor's written notice to the Owner. The written notice shall set forth, at a minimum, a description of:

The event giving rise to the request for an equitable adjustment in the Contract Sum;

The nature of the impacts to Contractor and Subcontractors, if any; and,

To the extent possible, the amount of the adjustment in Contract Sum requested.

8. Failure to properly give such written notice shall, to the extent Owner's interests are prejudiced, constitute a waiver of Contractor's right to an equitable adjustment.

9. When the request for compensation relates to a delay or other change in Contract Time, Contractor shall demonstrate the impact on the critical path of the schedule attributable to the change of Work or event(s) giving rise to the request for equitable adjustment. Contractor shall be responsible for showing clearly on the Progress Schedule that the change or event:

a. Had specific impact on the critical path and, except in case of concurrent delay, was the sole cause of such impact; and

b. Could not have been avoided by re-sequencing of the Work or other reasonable alternatives.

1-04.5 through 1-04.11 Procedure and Protest to Final Cleanup

Include as written.

1-05 CONTROL OF WORK

1-05.1 and 1-05.2 Authority of the Engineer, Project Manager, Assistants and Inspectors

Include as written.

1-05.3 Working Drawings

This section is supplemented with the following:

The Contractor shall keep a hard copy of the Contract Plans and Specifications on site at all times. These documents shall be provided to the Engineer on site at their request by the Contractor. These drawings should clearly note any deviations from the Contract Plans that have been approved by the Engineer.

1-05.4 Conformity with and Deviation from Plans and Stakes

Include as written.

1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-07.1 Laws to be observed

Include as written.

1-07.2 State Taxes

Delete 1-07.2(1) and 1-07.2(2) and replace with the following:

The total bid amounts shall include Washington State Sales Tax (WSST) as a line item. All other taxes imposed by law shall be included in the bid amount. The Owner will include WSST in progress payments according to the percent of completion. The Contractor shall pay the WSST to the Department of Revenue and shall furnish proof of payment to the Owner if requested.

[Note: Contractor must bond for contract amount plus the WSST.]

1-07.5 Environmental Regulations

1-07.5(1) General

This section is supplemented with the following:

The Contracting Agency has an HPA and other permits (attached).

Consultation with the US Army Corps of Engineers determined that no Corps Permit was needed.

This specification section describes requirements originating from the Washington Department of Fish and Wildlife (WDFW), U.S. Fish & Wildlife Service (USFWS) whose responsibility in this case is to make sure aquatic resources and fish communities are adequately protected during construction projects.

The Contractor is advised that many of the requirements for protection of fish life, water quality, etc., are shown on the drawings and described in Division 8. Some other agency requirements are reflected in specifications and/or drawings related to site clearing, excavation limits, re-vegetation, etc.

1-07.5(2) State Department of Fish and Wildlife

This section is supplemented with the following:

1. Prepare a Spill Prevention Kit. Oil absorbent pads, in-water spill boom, and personnel trained in spill prevention and control will be on site during all heavy equipment operations.
2. Inspect heavy equipment at least daily for any leaks of petroleum products. Repair as needed.
3. Heavy equipment must be pressure washed to be visibly free of all soil before shipping to the

project site.

4. Emergency spill response plan, including strategies to contain fluids if a hydraulic line is broken.

5. Use biodegradable hydraulic fluid for equipment operated adjacent to the stream per HPA permit requirement. Documentation of type hydraulic fluid used and maintenance records are required 7 days prior to beginning work.

1-07.6 Permits and Licenses

This section is amended with the following:

The Project Manager shall be responsible for obtaining all environmental permits required for construction, excluding business licenses and permits required for the Contractor's business.

The Contractor shall be given a copy of the HPA and any other applicable permits. The Contractor shall comply with all permit requirements and keep a copy of the permits on site at all times.

1-07.7(2) Load Limit Restrictions

Include as written.

1-07.8 High Visibility Apparel

Include as written.

1-07.9 Wages

Include as written.

1-07.16 Protection and Restoration of Property

Include as written.

1-07.17 Utilities and Similar Facilities

Include as written.

1-07.18 Public Liability and Property Damage Insurance

Include as written.

1-07.19 through 1-07.27 Gratuities to No Waiver of State's Legal Rights

Include as written.

1-08 PROSECUTION AND PROGRESS

1-08.1 through 1-08.2 Subcontracting and Assignment

Include as written.

1-08.4 Prosecution of Work

Include as written.

1-08.5 Times for Completion

This section is revised to read:

The Contractor shall accomplish all work by the dates shown on the Project Schedule. The Contractor may work beyond normal business hours as approved by the project manager.

1-08.6 through 1-08.8 Suspension of Work to Extensions of Time

Include as written.

1-08.9 Liquidated Damages

Include as written.

1-08.10 Termination of Contract

Include as written.

1-09 MEASUREMENT AND PAYMENT

Include as written.

1-10 SAFETY PRECAUTIONS

This section is added:

1. Contractor shall be responsible for initiating, maintaining, and supervising all aspects of safety precautions and programs involved with the project.
2. Contractor shall be responsible for verifying that slope conditions are safe at all times while conducting their work in line with the drawings, specifications and permit conditions.
3. Contractor shall maintain a comprehensive health and safety plan and keep a physical printed copy of the site-specific plan on site at all times. The Engineer may request to review this plan at any time during the project.
4. In carrying out its responsibilities according to the Contract Documents, Contractor shall protect the lives and health of employees performing the Work and other persons who may be affected by the Work; prevent damage to materials, supplies and equipment whether on site or stored off-site; and prevent damage to other property at the site or adjacent thereto. Contractor shall comply with chapter 296-800 WAC and all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; shall erect and maintain all necessary safeguards for such safety and protection; and shall notify owners of adjacent property and utilities when prosecution of the Work may affect them.
5. Contractor shall maintain an accurate record of exposure data on all incidents relating to the Work resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies or Contractor shall immediately report any such incident to Owner and appropriate jurisdictions. The Owner shall, at all times, have a right of access to all records of exposure.
6. All work shall be performed with due regard for the safety of the public. Contractor shall perform the Work so as to cause a minimum of interruption of vehicular traffic or inconvenience to pedestrians. All arrangements to care for such traffic shall be Contractor's responsibilities. All expenses involved in the maintenance of traffic by way of detours shall be borne by Contractor.
7. In an emergency affecting the safety of life or the Work or of adjoining property, Contractor is permitted to act, at its discretion, to prevent such threatened loss or injury, and Contractor shall so act if authorized or instructed.
8. Nothing provided in this section shall be construed as imposing any duty upon the Owner with regard to, or as constituting any express or implied assumption of control or responsibility over, project site safety, or over any other safety conditions relation to employees or agents of the Contractor or any of its Subcontractors, or the public.

DIVISION 2 – Temporary Features

2-01 Mobilization

Added:

Mobilization shall include the costs of moving all equipment to the job site, traffic control, moving all equipment from the site, inspections and testing, acquisition and payment for permits, fees, bonds, and insurance.

Demobilization shall be included as part of Mobilization and includes, but is not limited to, the removal of equipment, materials, or any objects brought to the site that are not designated as a permanent design element in the Contract Plans. Demobilization shall include any repair or replacement of any elements or items damaged by the Contractor during construction. Demobilization shall not be considered complete until all repairs have been adequately addressed, as approved by the Contracting Agency. The Contractor shall be held liable all costs associated with remobilization required before Physical Completion Date.

Project access routes shall be in equal or improved condition compared with pre project conditions at the completion of the project.

2-01.4 Measurement

Replacement:

No measurement will be made for "Mobilization, Demobilization, Site Prep, and Restoration" or "Access Route Protection and Restoration".

2-01.5 Payment

Replacement:

Payment will be made in accordance with Section 1-04.1 for contract price per lump sum for Bid Item 1.01, **Mobilization, Demobilization, Site Prep, and Restoration**, and Item 1.02, **Access Route Protection and Restoration**, shall be full compensation for all labor, material, tools, equipment, and incidentals required to perform the project.

DIVISION 3 – EARTHWORK

3-02 Removal of Structures and Obstructions

3-02.3 General Instructions

Supplement:

The Contractor shall dispose of all items in accordance with current Federal, State, and local regulations and provisions, and following Best Management Practices. This work shall consist of removal, wholly or in part, and satisfactory disposal of any obstructions, as shown on Contract Plans or as directed by the Engineer.

The Work described in this section includes the following:

1. General Demolition, Removal, and Disposal
 - a. Ecology Blocks on the right (east) bank of the creek
 - b. Asphalt and road base as marked on the site

All debris and materials removed from site shall be disposed of at a qualifying waste site as stated in the Construction Work Plan.

No waste site has been provided for the disposal of clearing and grubbing debris. Disposal of debris in a Contractor-provided waste site.

Organic duff that has accumulated on the access road pavement will be scraped, stockpiled, and used to mulch the exposed soils after the pavement and road base are removed.

3-02.3 Construction Requirements

Supplement:

General Requirements

The Contractor shall protect existing property line stakes, adjacent private property, all utilities, overhanging trees, native substrate, and native vegetation. Any damage due to the Contractor's operations to the portions of the existing facilities which are to remain in place shall be repaired by the Contractor at no cost to the Contracting Agency. All repairs shall be approved by the Engineer at the time repairs are complete. All debris or deleterious material resulting from construction shall be removed from the area and prevented from entering the water.

3-02.4 Measurement

Replacement:

No measurement will be made for Removal of Structures and Obstructions

2-01.5 Payment

Replacement:

Payment will be made in accordance with Section 1-04.1 for contract price per lump sum for Bid Item 4, **Ecology Block Removal and Disposal**, and Item 5, **Asphalt and road base Removal and Disposal**, shall be full compensation for all labor, material, tools, equipment, and incidentals including hauling and disposal necessary to complete the Work as specified in this contract.

DIVISION 6 – STRUCTURES

6-21 Log Placement

This section is added.

6-21.1 Description

Large logs will be placed partially in the stream to add habitat complexity. Installation is to be

completed as described in the design drawings and at the direction of the design engineer. The logs for this item are provided and stored on site. The Contractor will be responsible for site preparation and installation including any labor, equipment, materials, or supplies required for installation as described in the project plans.

6-24.2 Materials

Contractor shall furnish all materials and equipment necessary for installation of the large logs.

6-24.3 Construction Requirements

Complete large log installation based on the design drawing and direction of project engineer.

6-24.4 Measurement

No measurement will be made for this item.

6-24.5 Payment

The Contract Price per each for Bid Item 6 **Large Log Placement (2 total)**, shall be full compensation for all labor, materials, tools, and equipment necessary to complete the work as specified in this contract.

DIVISION 8 – MISCELLANEOUS CONSTRUCTION

8-01 EROSION CONTROL AND WATER POLLUTION CONTROL

8-01.1 Introduction

Include as written.

8-01.3(1)A TESC and SPCC Plans

This section supplemented with the following:

The Contractor shall be aware of the potential for erosion, and silt entrained from the exposed ground after removal of the asphalt and road base materials. The Contractor shall control the potential for erosion of freshly exposed soils.

In anticipation of rain events, the Contractor shall be prepared to place BMPs, such as straw wattles, with approval from the Engineer. It is the Contractor's responsibility to install and maintain BMPs as necessary to prevent siltation and silt-laden waters from entering surface waters and comply with all applicable permit regulations for surface water quality standards. No erosion and sediment control BMPs shall be placed below the ordinary high water line. If sedimentation and runoff of the work site becomes an issue during work, the Contractor shall stop work and contact the project manager.

Erosion and sediment control BMPs to be used shall be as described in "The Stormwater Management Manual for Western Washington" most current edition.

8-01.3(1) Water Management

This section is modified as follows:

In performing work near the water, the Contractor shall pay particular attention to the conditions of issued permits and authorizations requiring the minimization of turbidity and siltation and adherence to water quality requirements. All work shall be scheduled and performed in a manner appropriate to the conditions of the HPA and other relevant permits. All excavation shall be done "in the dry," meaning that no excavation shall occur in the water. The Contractor shall clean up each portion of the site immediately after construction is

completed in that area. Cleanup shall be in compliance with 1-04.11 Final Cleanup. Any depressions left from the removal of obstructions shall be smoothed to avoid fish entrapment. In addition, any disturbed surfaces shall be restored to pre-construction conditions after completion of the work.

8-01.4 Measurement

No unit of measurement will apply to "Temporary Erosion and Sediment control (TESC) Plan", "Spill Prevention Control and Countermeasure (SPCC) Plan" or "Site Preparation and TESC Measures"

8-01.5 Payment

Payment will be made for Bid Item 2.01 **Temporary Erosion and Sediment Control (TESC) Plan**, Bid Item 2.02 **Spill Prevention Control and Countermeasure (SPCC) Plan** and Bid Item 3 **Site Preparation and TESC Measures**, as per the bid list. The lump sum payments shall be full compensation for preparation of the plans and all installation, monitoring, maintaining and removal of all erosion and water pollution control features and BMPs.

8-01.3(2) Mulching

This section is modified as follows:

Mulch shall be a wood strand mulch product as described in section 9.14.5(4) and placed 4 to 6 inches deep on all disturbed upland soils and planting area where asphalt and road base material are removed.

Stockpiled materials will be placed as directed by the project manager.

8-01.4 Measurement

No unit of measurement will apply to "Mulch Acquisition and Placement adjacent to creek". Cubic Yards will be the unit of measurement for "Mulch Acquisition, Delivery and Stockpile".

8-01.5 Payment

Payment will be made for Bid Item 7 **Mulch Acquisition and Placement adjacent to creek (lump sum)** and Bid Item 8 **Mulch Delivery and Stockpile (CY)**, as per the bid list. The lump sum payment shall be full compensation for all labor and materials required. The CY payment shall be full compensation for all acquisition, labor, equipment and materials required.

DIVISION 9 – MATERIALS

9-14.5(4) Wood Strand Mulch

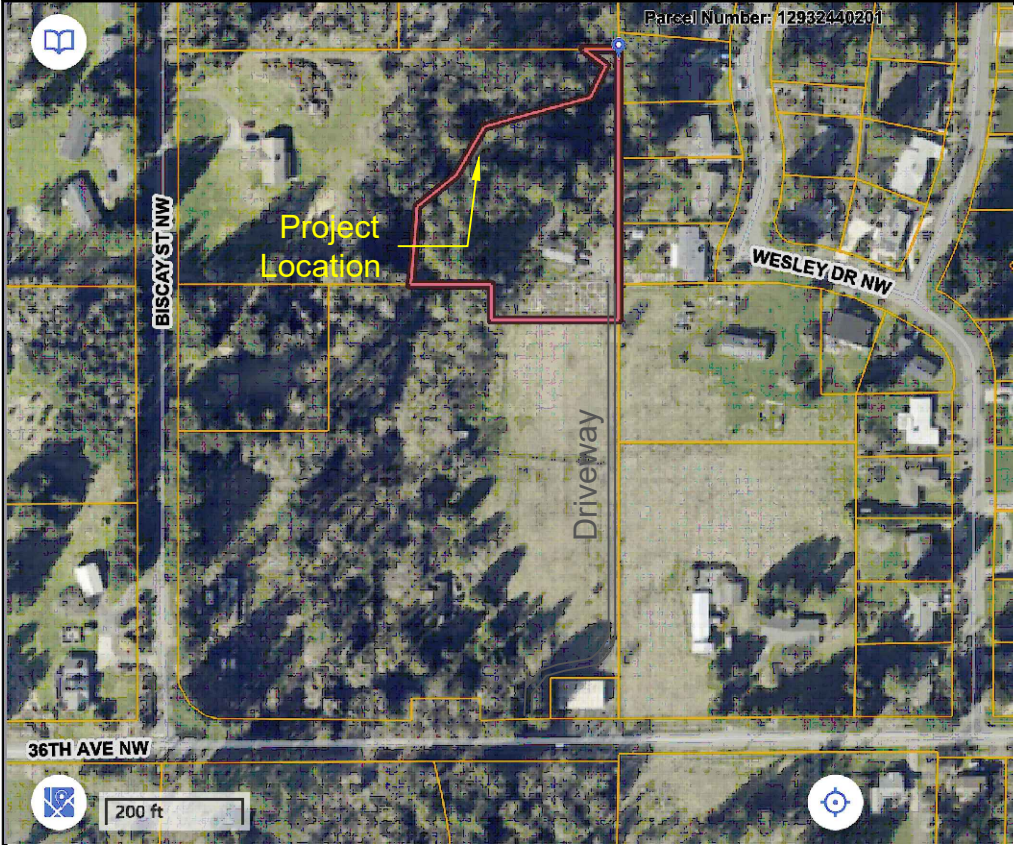
Include as written and add:

Mulch to be used for covering the exposed soils in the area of the asphalt removal and stockpile shall be wood strand mulch or arborist wood chip mulch 1-2 inch chunks free of fines.

A 5-gallon mulch sample is to be presented for approval with the Contractor's Work Plan a minimum of 7 days prior to start of work.

APPENDIX A – DESIGN DRAWINGS

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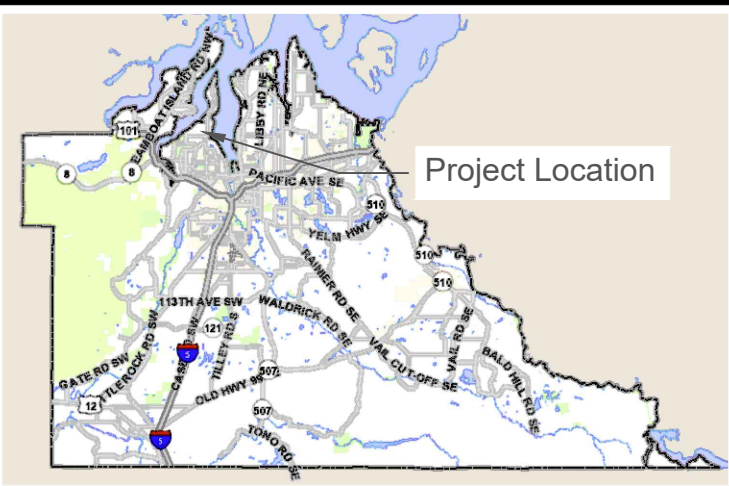
Kronenberg Parcel, Project Location

Restoration Project Notes:

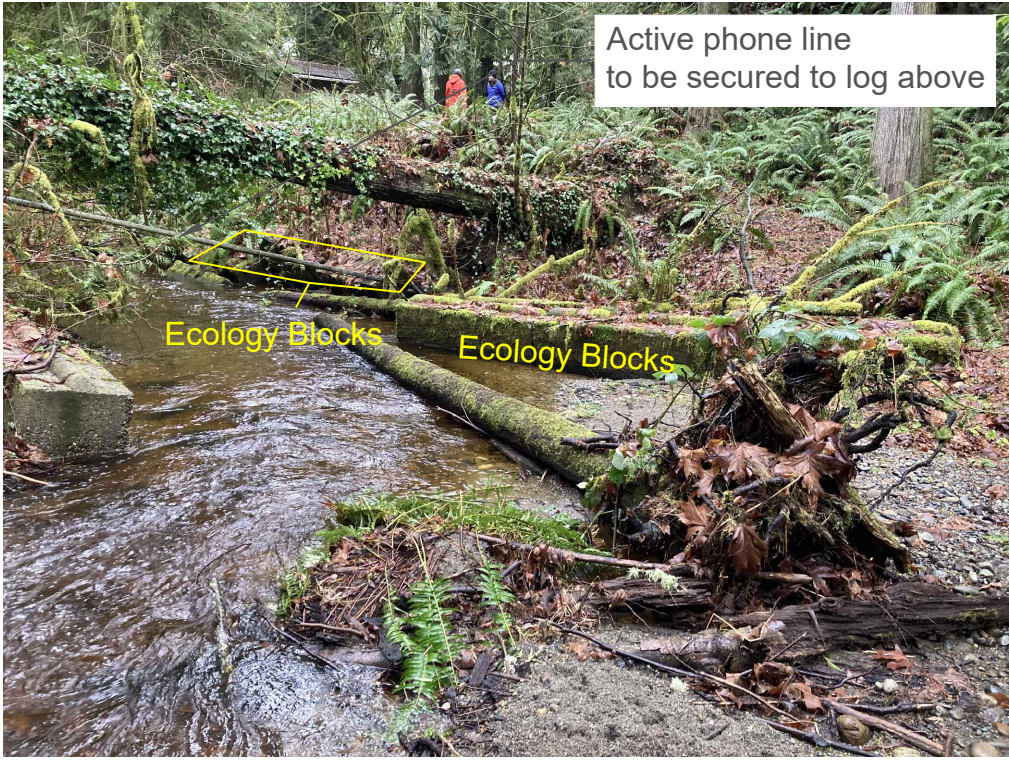
This project is a stream and riparian restoration that removes ecology blocks that were used for bank armor and bridge abutments for a bridge that failed. Work will be completed on the right bank only. Once the ecology blocks are removed two logs with rootwads will be placed partially in the stream to add habitat complexity.

The asphalt and roadbed material will be removed from the old road to a distance of approximately 40 feet from the top of bank. The exposed soils will be mulched and planted with native riparian vegetation.

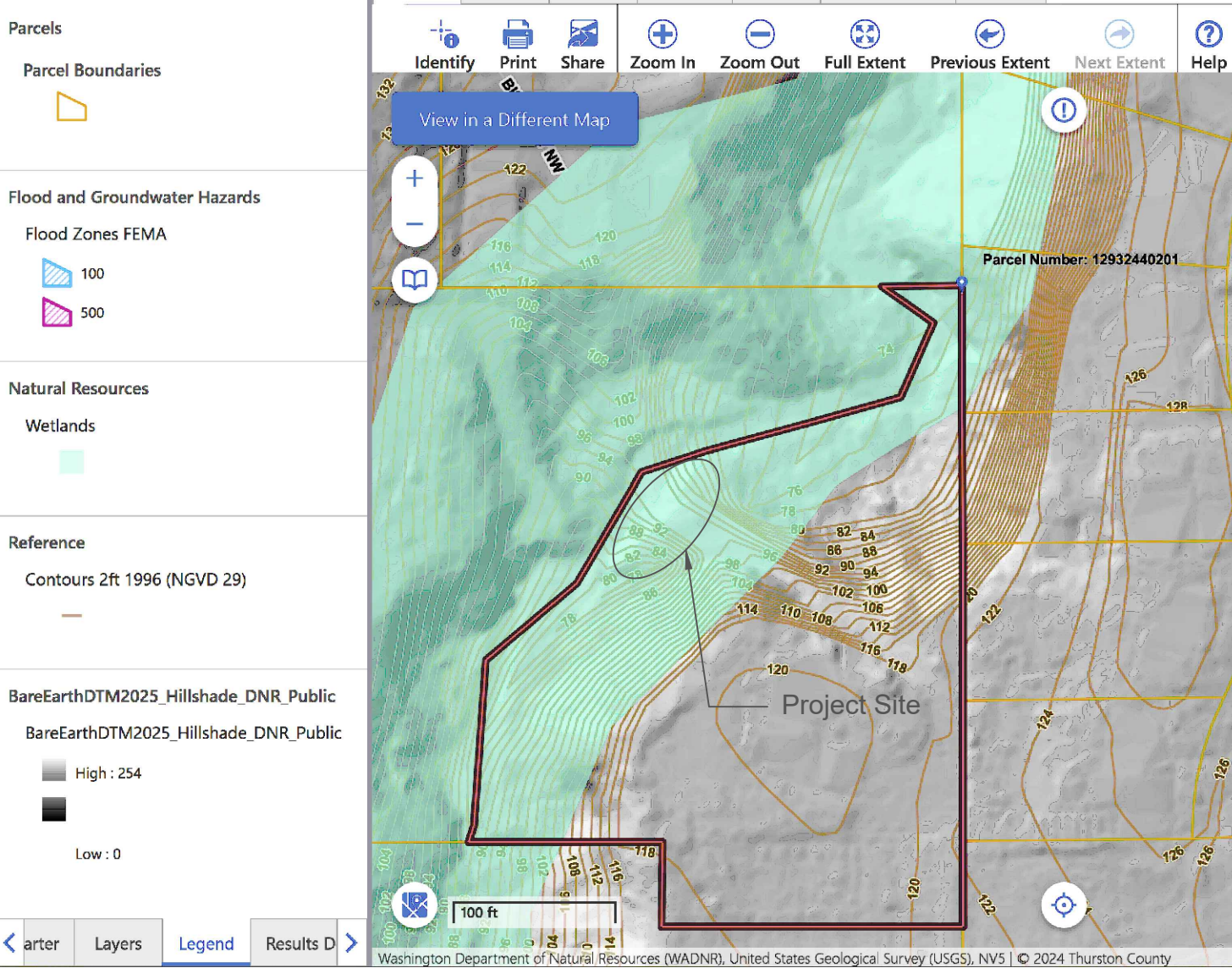
Note that the topo layer and bare earth hill shade do not line up well. The property line is defined by the center of Green Cove Creek. Work will be completed on the right bank of the creek.



Thurston County, Project Location



Existing Condition, Right Bank



Project Notes:
Restoration work will only take place on the right stream bank. The property line is defined by the middle of Green Cove Creek.

No work to be
completed on left bank

Ecology Blocks,
To be removed

Asphalt and
- Road Bed Gravel
To be removed

Project Area, NTS

Cross Section AA'

Ecology Blocks,
To be removed

Project Area, NTS

Cross Section BB'

Green Cove Creek
Approx. 2% Thalweg slope
over 100 feet above and
below site

The diagram illustrates a stream channel with a dashed line indicating the flow direction, labeled "Flow". A solid line represents the "Thalweg" (the deepest part of the channel). Two parallel lines, one orange and one blue, represent the "2'x2'x6' Ecology Blocks, To be removed". A small circle marks the location of the blocks within the channel.

Existing logs,
to remain

Ecology Blocks,
To be removed

OHWL, typ

Toe of Slope

Top of Bank

Project Area, Plan View, NTS

Date 4/28/26

Sheet No.
2 of 3

Kronenberg Restoration Project

3206 36th Ave NW- Parcel No. 12932440201

Olympia, Washington

Designed:
KH

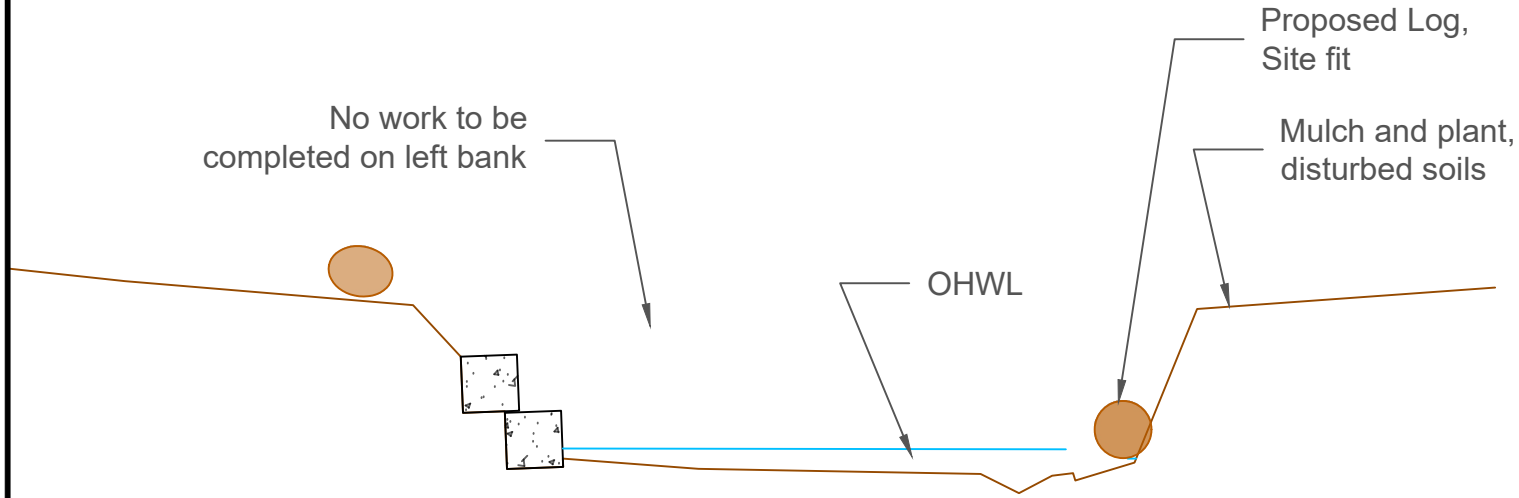
Drawn: KH



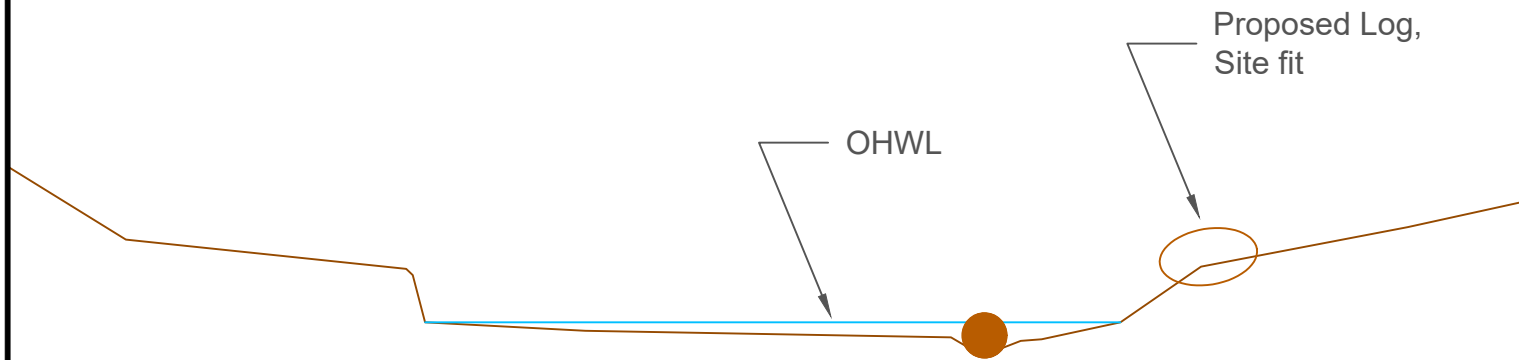
**Thurston
Conservation
District** 1947

www.thurstoncd.com

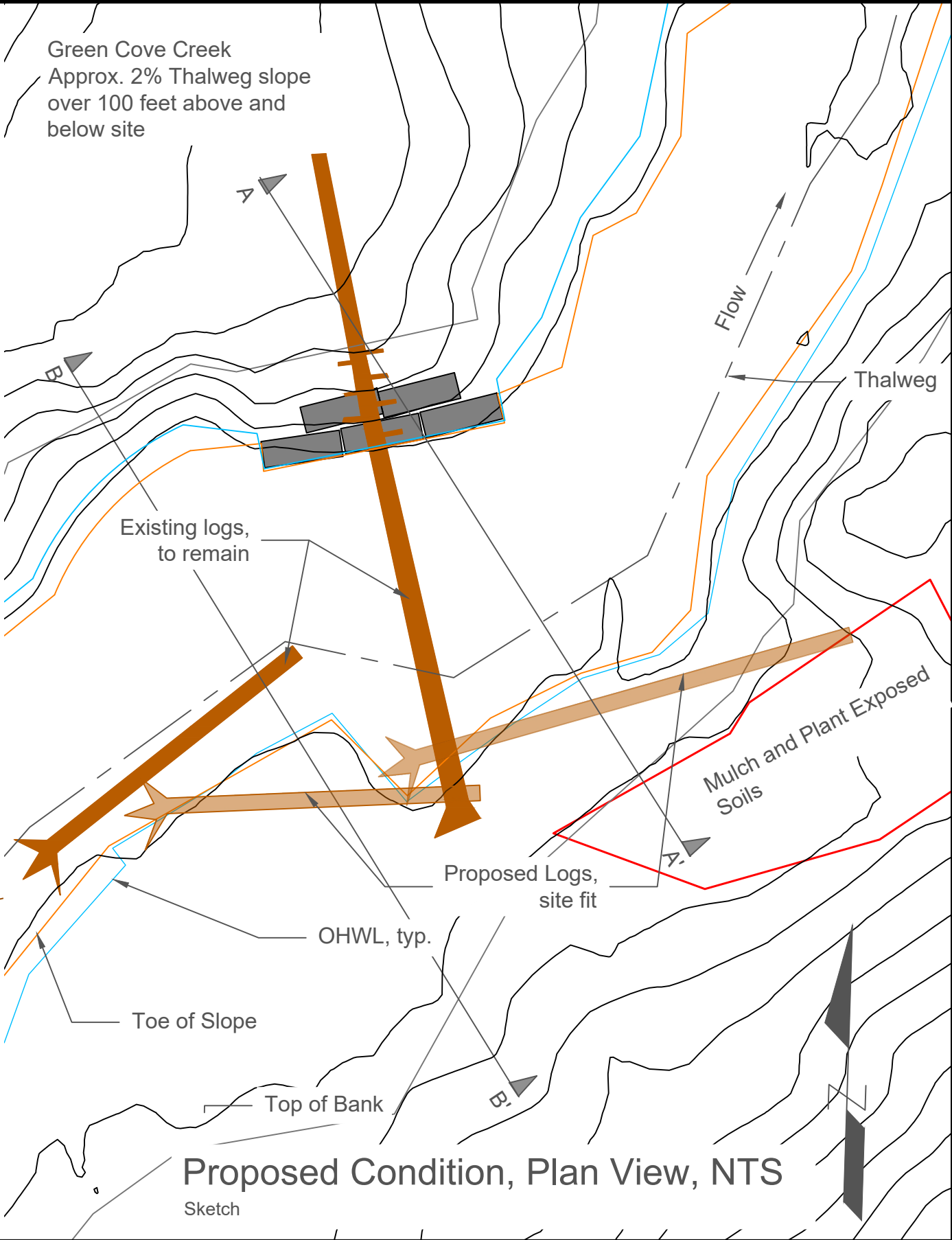
Project Notes:
Restoration work will only take place on the right stream bank. The property line is defined by the middle of Green Cove Creek.



Proposed Condition Sketch, NTS
Cross Section AA'



Proposed Condition Sketch, NTS
Cross Section BB'



Proposed Condition, Plan View, NTS
Sketch

Date 4/28/26		Kronenberg Restoration Project 3206 36th Ave NW- Parcel No. 12932440201 Olympia, Washington	Designed: KH	Drawn: KH
Sheet No. 3 of 3				
				

APPENDIX B- PROJECT PERMITS

WDFW FISH HABITAT ENHANCEMENT HYDRAULIC PROJECT APPROVAL (HPA FHEP)

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HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish and Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

Issue Date: 05/27/2026
Project End Date: 09/30/2030

Permit Type: HPA - Standard (Fish Habitat
Enhancement Project (FHEP))
Permit Number: 2026-6-173+01
Application ID: 0047178

PERMITTEE	AUTHORIZED AGENT
ATTENTION Esther Kronenberg 3206 36th AVE NW Olympia, Washington 98502	ATTENTION Thurston Conservation District Katrinka Hibler 582 Tilley Ct SE, Suite 152 Tumwater, Washington 98501

Project Name: Kronenberg Riparian Restoration

Project Description: Install large wood in creek for habitat function, and remove ecology block bank armor to gain access for wood placement.

PROVISIONS

AUTHORIZED WORK TIMES

1. Work waterward of the ordinary high water line must only occur July 1 through September 30 of any year.

PROJECT APPROVALS

2. Work must be accomplished per the plans and specifications submitted with the application and approved by the Washington Department of Fish and Wildlife, entitled "ProjectPlanDrawings_GreenCoveCreek Restoration Plan" uploaded to APPS 4/30/2026 except as modified by this Hydraulic Project Approval. You must have a copy of these plans available on site during all phases of the project construction.

NOTIFICATION REQUIREMENTS

3. FISH KILL/WATER QUALITY PROBLEM NOTIFICATION: If a fish kill occurs or fish are observed in distress at the job site, immediately stop all activities causing harm. Immediately notify the Washington Department of Fish and Wildlife of the problem. If the likely cause of the fish kill or fish distress is related to water quality, also notify the Washington Military Department Emergency Management Division at 1-800-258-5990. Activities related to the fish kill or fish distress must not resume until the Washington Department of Fish and Wildlife gives approval. The Washington Department of Fish and Wildlife may require additional measures to mitigate impacts.
4. You or your agent must contact the Washington Department of Fish and Wildlife by e-mail at HPAapplications@dfw.wa.gov; mail to Post Office Box 43234, Olympia, Washington 98504-3234; or fax to (360) 902-2946 at least three business days before starting work, and again within seven days after completing the work. The notification must include the permittee's name, project location, starting date for work or date the work was completed, and the permit number. The Washington Department of Fish and Wildlife may conduct inspections during and after construction; however, the Washington Department of Fish and Wildlife will notify you or your agent before conducting the inspection.

INVASIVE SPECIES CONTROL



HYDRAULIC PROJECT APPROVAL

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Olympia, WA 98504-3234
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5. Follow Method 1 for low-risk locations (i.e., clean/drain/rinse/dry). Thoroughly remove visible dirt and debris from all equipment and gear—including vessels, boots, waders, drive mechanisms, wheels, tires, tracks, buckets, and undercarriage—before arriving at and leaving the job site to prevent the transport and introduction of aquatic invasive species. For contaminated or high-risk sites, refer to the Method 2 Decontamination protocol. Clean, rinse, and dry all decontamination equipment used and properly dispose of any water and chemicals used for cleaning. For additional decontamination details, including specific protocols for freshwater, marine, and estuarine environments, refer to the Washington Department of Fish and Wildlife Invasive Species Management Protocols, available online at <https://wdfw.wa.gov/species-habitats/invasive/prevention/clean-drain-dry#decontamination>

STAGING, JOB SITE ACCESS, AND EQUIPMENT

6. Check equipment daily for leaks and complete any required repairs in an upland location before using the equipment in or near the water.
7. Equipment used in or near water must use environmentally acceptable lubricants composed of biodegradable base oils. These are vegetable oils, synthetic esters, and polyalkylene glycols.
8. Equipment used for this project may operate waterward of the ordinary high water line, provided the drive mechanisms (wheels, tracks, tires, etc.) do not enter or operate waterward of the ordinary high water line.

SEDIMENT, EROSION, AND POLLUTION CONTAINMENT

9. Deposit waste material from the project, such as construction debris, silt, excess dirt, or overburden, in an upland area.
10. Protect all disturbed areas from erosion. Maintain erosion and sediment control until all work and cleanup of the job site is complete.
11. Straw used for erosion and sediment control, must be certified free of noxious weeds and their seeds.
12. Prevent project contaminants, such as petroleum products, hydraulic fluid, fresh concrete, sediments, sediment-laden water, chemicals, or any other toxic or harmful materials, from entering or leaching into waters of the state.
13. If flow conditions arise that will result in erosion or siltation of waters of the state, stop all hydraulic project activities except those needed to control erosion and siltation.

HABITAT FEATURES

14. Do not disturb large woody material embedded in the bank or bed except as approved by the Washington Department of Fish and Wildlife.

PROJECT IMPLEMENTATION

15. This HPA does not require the use of a cofferdam, bypass, or similar structure to separate the work area from waters of the state.
16. Per the approved plans the wood will be placed on grade and no bed excavation will occur. If bed excavation in the stream is required, contact WDFW for guidance and HPA modification. This HPA does not authorize bed excavation. Minor bank grading is authorized per the approved plans in areas where concrete blocks will be removed.

DEMOBILIZATION AND CLEANUP

17. To prevent fish from stranding, backfill trenches, depressions, and holes in the bed that may entrain fish during high water or wave action.
18. Complete planting plan during the first dormant season following wood placement and concrete block removal.

PROJECT LOCATION(S)

Location
Kronenberg



HYDRAULIC PROJECT APPROVAL

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Latitude	Longitude	County
47.085263062133000	-122.949450867856000	Thurston
WRIA	Waterbody	Tributary to
WRIA	Other	Other

APPLIES TO ALL HYDRAULIC PROJECT APPROVALS

This Hydraulic Project Approval (HPA) pertains only to those requirements of the Washington State Hydraulic Code, specifically Chapter 77.55 RCW. Additional authorization from other public agencies may be necessary for this project. The person(s) to whom this HPA is issued is responsible for applying for and obtaining any additional authorization from other public agencies (local, state, and/or federal) that may be necessary for this project.

This Hydraulic Project Approval (HPA) shall be available on the job site at all times and all its provisions followed by the person(s) to whom this HPA is issued and operator(s) performing the work.

This Hydraulic Project Approval does not authorize trespass.

The person(s) to whom this Hydraulic Project Approval (HPA) is issued and operator(s) performing the work may be held liable for any loss or damage to fish life or fish habitat that results from failure to comply with the provisions of this HPA.

Failure to comply with the provisions of this Hydraulic Project Approval could result in a civil action against you, including, but not limited to, a stop work order or notice to comply, and/or a gross misdemeanor criminal charge, possibly punishable by a fine and/or imprisonment.

All Hydraulic Project Approvals (HPA) issued under RCW 77.55.021 are subject to additional restrictions, conditions, or revocation if the Washington Department of Fish and Wildlife determines that changed conditions require such action. The person(s) to whom this HPA is issued has the right to appeal those decisions. Procedures for filing appeals are listed below.

MINOR MODIFICATIONS TO THIS HYDRAULIC PROJECT APPROVAL (HPA): You may request approval of minor modifications to the required work timing or the plans and specifications approved in this HPA unless this is a General HPA. If this is a General HPA you must use the Major Modification process described below. Any approved minor modification will require the issuance of a letter documenting the approval. A minor modification to the required work timing means any change to the work start or end dates of the current work season to enable project or work phase completion. Minor modifications will be approved only if spawning or incubating fish are not present within the vicinity of the project. You may request subsequent minor modifications to the required work timing. A minor modification of the plans and specifications means any changes in the materials, characteristics, or construction of your project that do not alter the project's impact to fish life or habitat and do not require a change in the provisions of the HPA to mitigate the impacts of the modification. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a minor modification through APPS. A link to APPS is at <https://hpa.wdfw.wa.gov/s>. If you did not use APPS you must submit a written request for a minor modification to an existing HPA. Written requests must include the name of the permittee, the name of the authorized agent if applicable, the APP ID or HPA number, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the



HYDRAULIC PROJECT APPROVAL

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Permit Number: 2026-6-173+01
Application ID: 0047178

Latitude	Longitude	County
47.085263062133000	-122.949450867856000	Thurston
WRIA	Waterbody	Tributary to
WRIA	Other	Other

APPLIES TO ALL HYDRAULIC PROJECT APPROVALS

This Hydraulic Project Approval (HPA) pertains only to those requirements of the Washington State Hydraulic Code, specifically Chapter 77.55 RCW. Additional authorization from other public agencies may be necessary for this project. The person(s) to whom this HPA is issued is responsible for applying for and obtaining any additional authorization from other public agencies (local, state, and/or federal) that may be necessary for this project.

This Hydraulic Project Approval (HPA) shall be available on the job site at all times and all its provisions followed by the person(s) to whom this HPA is issued and operator(s) performing the work.

This Hydraulic Project Approval does not authorize trespass.

The person(s) to whom this Hydraulic Project Approval (HPA) is issued and operator(s) performing the work may be held liable for any loss or damage to fish life or fish habitat that results from failure to comply with the provisions of this HPA.

Failure to comply with the provisions of this Hydraulic Project Approval could result in a civil action against you, including, but not limited to, a stop work order or notice to comply, and/or a gross misdemeanor criminal charge, possibly punishable by a fine and/or imprisonment.

All Hydraulic Project Approvals (HPA) issued under RCW 77.55.021 are subject to additional restrictions, conditions, or revocation if the Washington Department of Fish and Wildlife determines that changed conditions require such action. The person(s) to whom this HPA is issued has the right to appeal those decisions. Procedures for filing appeals are listed below.

MINOR MODIFICATIONS TO THIS HYDRAULIC PROJECT APPROVAL (HPA): You may request approval of minor modifications to the required work timing or the plans and specifications approved in this HPA unless this is a General HPA. If this is a General HPA you must use the Major Modification process described below. Any approved minor modification will require the issuance of a letter documenting the approval. A minor modification to the required work timing means any change to the work start or end dates of the current work season to enable project or work phase completion. Minor modifications will be approved only if spawning or incubating fish are not present within the vicinity of the project. You may request subsequent minor modifications to the required work timing. A minor modification of the plans and specifications means any changes in the materials, characteristics, or construction of your project that do not alter the project's impact to fish life or habitat and do not require a change in the provisions of the HPA to mitigate the impacts of the modification. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a minor modification through APPS. A link to APPS is at <https://hpa.wdfw.wa.gov/s>. If you did not use APPS you must submit a written request for a minor modification to an existing HPA. Written requests must include the name of the permittee, the name of the authorized agent if applicable, the APP ID or HPA number, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the



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requestor's signature. Send your written request by email to HPAapplications@dfw.wa.gov, or by mail to Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234. You should allow up to 45 days for the Department to process your request.

MAJOR MODIFICATIONS TO THIS HYDRAULIC PROJECT APPROVAL (HPA): You may request approval of major modifications to any aspect of your HPA. Any approved change other than a minor modification to your HPA will require the issuance of a new HPA. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a major modification through APPS. A link to APPS is at <https://hpa.wdfw.wa.gov/s>. If you did not use APPS you must submit a written request for a major modification to an existing HPA. Written requests must include the name of the permittee, the name of the authorized agent if applicable, the APP ID or HPA number, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the requestor's signature. Send your written request by email to HPAapplications@dfw.wa.gov or by mail to Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234. You should allow up to 45 days for the Department to process your request.

APPEALS INFORMATION

If you wish to appeal the issuance, denial, conditioning, or modification of a Hydraulic Project Approval (HPA), the Washington Department of Fish and Wildlife (WDFW) recommends that you first contact the WDFW employee who issued, denied, or conditioned the HPA to discuss your concerns. Such a discussion may resolve your concerns without the need for further appeal action. If you proceed with an appeal, you may request an informal or formal appeal. WDFW encourages you to take advantage of the informal appeal process before initiating a formal appeal. The informal appeal process includes a review by WDFW management of the HPA or denial and often resolves issues faster and with less legal complexity than the formal appeal process. If the informal appeal process does not resolve your concerns, you may advance your appeal to the formal process.

- A. **INFORMAL APPEALS:** WAC 220-660-460 is the rule describing how to request an informal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete informal appeal procedures. The following information summarizes that rule:

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request an informal appeal of that action. You must send your request to WDFW by mail to the HPA Appeals Coordinator, Department of Fish and Wildlife, Habitat Program, PO Box 43234, Olympia, Washington 98504-3234; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the WDFW Habitat Program, Natural Resources Building, 1111 Washington St SE, Olympia, Washington 98501. WDFW must receive your request within 30 days from the date you receive notice of the decision. If you agree, and you applied for the HPA, resolution of the appeal may be facilitated through an informal conference with the WDFW employee responsible for the decision and a supervisor. If a resolution is not reached through the informal conference, or you are not the person who applied for the HPA, the HPA Appeals Coordinator or designee may conduct an informal hearing or review and recommend a decision to the Habitat Program Director or designee. If you are not satisfied with the results of the informal appeal, you may file a request for a formal appeal.

- B. **FORMAL APPEALS:** WAC 220-660-470 is the rule describing how to request a formal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete formal appeal procedures. The following information summarizes that rule:

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request a formal appeal of that action. You must send your request for a formal appeal to the clerk of the Pollution



HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish and Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

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Permit Type: HPA - Standard (Fish Habitat
Enhancement Project (FHEP))
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Application ID: 0047178

Control Hearings Boards and serve a copy on WDFW within 30 days from the date you receive notice of the decision. You may serve WDFW by mail to the HPA Appeals Coordinator, Department of Fish and Wildlife, Habitat Program, PO Box 43234, Olympia, Washington 98504-3234; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Habitat Program, Natural Resources Building, 1111 Washington St SE, Olympia, Washington 98501. The time period for requesting a formal appeal is suspended during consideration of a timely informal appeal. If there has been an informal appeal, you may request a formal appeal within 30 days from the date you receive the Habitat Program Director's or designee's written decision in response to the informal appeal.

- C. FAILURE TO APPEAL WITHIN THE REQUIRED TIME PERIODS: If there is no timely request for an appeal, the WDFW action shall be final and unappealable.

Noll Steinweg
Regional Habitat Biologist
(360) 628-2173
noll.steinweg@dfw.wa.gov

A handwritten signature in black ink, appearing to read "Noll Steinweg".

For Director
DFW

APPENDIX C- PREVAILING WAGE

This project has received state funding and as such requires compliance with Washington State Prevailing Wage requirements. Reporting requirements for state prevailing wages must be completed.

The contractor will be required to pay Thurston County Prevailing Wage Rates as of June 5th, 2026. The Thurston County rates are available at the Department of Labor and Industries website: <https://secure.lni.wa.gov/wagelookup/rates/journey-level-rates>



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		FY26-29 Greenprint Vendor Agreement	
Lead Staff:		Stephanie Bishop	Board Meeting Date: 07/22/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
This is a pass-through sub-contract with Greenprint Partners as part of the Ecology Neighborhood Stormwater project. Greenprint will provide neighborhood green stormwater infrastructure training to influencers.			
Pros: The sub-contractor will support TCD to complete the deliverables of the Ecology Neighborhood Stormwater project.		Cons: None	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
Will cost the District \$74,852. This amount is budgeted in the Ecology Neighborhood Stormwater project.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve the funding agreement.			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
FY26-29 Greenprint Vendor Agreement			



Thurston Conservation District

582 Tilley Court SE, Suite 152
Tumwater, WA 98501
(360) 754-3588



PERSONAL SERVICES CONSULTANT CONTRACT

Thurston County Green Stormwater Infrastructure Influencer Training
PERSONAL Services Contract 2026-09

THIS AGREEMENT is between the THURSTON CONSERVATION DISTRICT, a conservation district created under Chapter 89.08 of the Laws of the State of Washington (the "District"), and **Greenprint Partners** (the "Consultant").

Greenprint Partners
17 N. State St. Ste 1400, Chicago, IL 60602
773-983-5256
khauge@greenprintpartners.com
<https://www.greenprintpartners.com>

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after **August 1, 2026**, through **August 30, 2027** unless terminated earlier pursuant to the provisions of this Agreement.
2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. Reimbursement rates for lodging, meals, or vehicle mileage billed for this project may not exceed current state rates for the project area. The total amount paid under this Agreement shall not exceed **\$75,000** unless mutually agreed upon in writing by the parties.
 - B. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for

a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in Thurston County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.
6. Compliance with Law.
 - A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care.
 - B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
 - C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.
 - D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.
7. Contractual Relationship.
 - A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the

Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

- B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.
8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District. In the event of approval, the Consultant is responsible for any subcontractor's or sub consultant's compliance with all the terms of this contract.
9. Indemnification and Limitation of Remedies.
- A. By Consultant. The Consultant shall indemnify and hold the District, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by Consultant's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
 - B. By District. The District shall indemnify and hold the Consultant, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by District's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the District's liability hereunder shall be only to the extent of the District's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

- C. Limitation of Remedies. Contractor's aggregate liability responsibility to the District, including that of Contractor's officers, directors, employees, and agents is limited to \$1,000,000 or the amount of Contractor's fee under this Agreement, whichever is greater. This limitation of remedy applies to all lawsuits, claims or actions, whether identified as arising in tort, contract or other legal theory, (including without limitation, Contractor's indemnity obligations in the previous paragraph) related to Contractor's services under this Agreement.

10. Insurance. The Consultant shall maintain for the duration of the Agreement and with a two year tail, such insurance for claims for injuries to persons or damage to property which may arise from or in connection with insurable loss related to or arising from the work hereunder by the Consultant, its agents, representatives, or employees, including any injury or loss as a result of negligence. This clause is not meant to require any warranty of work or builder's risk insurance.

- A. No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity. The Consultant's insurance shall include contractual liability coverage and additional insured coverage for the benefit of the District and anyone else the District is required to name, and shall specifically include coverage for ongoing and completed operations.

- B. Minimum Scope of Insurance Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Consultant's insurance shall include additional insured coverage for the benefit of the District and anyone else the District is required to name, with respect to the work performed for the District.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

C. Minimum Amounts of Insurance Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. The consultant is required to provide a certificate of coverage additionally insuring Thurston Conservation District for all work conducted by or resulting from the work of the consultant.

D. Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The insurance required to be carried by the Consultant shall be PRIMARY AND NON-CONTRIBUTORY. With respect to each type of insurance specified hereunder, the District's insurances shall be excess to Consultant's insurance.
2. The Consultant's insurance coverage shall be PRIMARY AND NON-CONTRIBUTORY insurance with respect to the District and any other entity the District is required to indemnify and hold harmless. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Consultant's insurance and shall not contribute with it.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

E. Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage Consultant shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

Before commencing work and services under this Agreement, the Consultant shall provide to the person identified in Section 12 a Certificate of Insurance evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

G. Subcontractors' Insurance

Contractor shall ensure that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor. Upon request from the District, the Contractor shall provide evidence of such insurance.

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specifications, computer files and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District, which are subject to public disclosure under Chapter 42.56 RCW. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection in accordance with Chapter 42.56 RCW. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.
- A. Pursuant to performing the Specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software, and data. These instruments may also take the form of methodology, processes, and logic.
 - B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
 - C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
 - D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per TCD).

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses, unless otherwise requested by the Thurston Conservation District:

Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, WA 98501
(360) 754-3588

or such other addresses as either party may, from time to time, designate in writing.

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.
14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for Thurston County.
16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.
17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.
18. Termination.
 - A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.
 - B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.
 - C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
 - D. Compensation in the Event of Termination. In the event of termination of the Contract pursuant to this Section, District shall pay Contractor the lower of the actual price or the price shown on any schedule of values for all Work completed up to the date of such termination for which Contractor has not been paid incurred by it in the performance of the Work, plus all the pro-rated portion of any fee included in Contractor's price based on the portion of the non-fee price to be paid under this paragraph.

E. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.

21. Headings "Headings" of paragraphs and section herein are for reference purposes only and are not intended to create or imply any contract terms or understandings different from or supplemental to those created by the substantive terms as written.

20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

Cultural Resource Assessment of Elwanger Creek Restoration Site, Phase 1

Professional Services Contract #2024-09

CONSULTANT

THURSTON CONSERVATION DISTRICT

By _____
Owner/Principal, Greenprint Partners

By _____
Sarah Moorehead, Executive Director

Date: _____

Date: _____

Exhibit A
Scope of Work

Thurston County Green Stormwater Infrastructure Influencer Training
Professional Services Contract 2026-09

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Revised Scope and Fee

Not-to-exceed fee by task for the contract period August 1, 2026 – August 31, 2027

Scope Summary	Assumptions/Deliverables	Hours	Fee
Task 1: Coordination & Project Management			
Initial coordination meeting, project kickoff, pre-workshop, post-workshop, and wrap-up meetings; ongoing client communication and project management.	1 initial coordination meeting (60 min) 1 project kick off meeting (90 min) 1 pre-workshop meeting (60) 2 post-workshop meetings (60 min each) 1 final wrap up meeting (90 min) - Prepare and distribute meeting agendas and action items - Draft and final project schedule - Monthly invoices	54	\$13,230
Task 2: Virtual Workshop Curriculum			
Discovery interviews and curricula review; recommendations memo; development of two full training curricula, slide decks, workshop agendas, and presenter guides.	- Draft and final interview guide - Up to 6 virtual interviews (30 min) 1 recommendations memo - Draft and final curriculum - Draft and final slide decks, workshop agendas and presenter guides - Assume one round of review for each deliverable	130	\$30,686
Task 3: Workshop Facilitation			
Invitation lists and marketing materials; registration management; speaker coordination; dry runs; facilitation of virtual workshops; pre/post surveys; recording and delivery.	- Invitation list; TCD to provide contacts 1 set of assets for marketing materials to include email invitation template and social media graphic; assume one round of review 2 sets of participant registration lists; registration management using Zoom platform - Provide coordination support for guest speakers; speakers to be identified through Task 2 and approved by TCD 2, 90 min dry runs 2 virtual, 90 min workshops using Zoom - Pre and post- survey questions with one round of review; surveys administered through free platform; data to be provided in raw form to TCD 2 sets of raw, unedited Zoom recordings	101	\$24,979 (includes \$1,000 for presenter stipends)



Task 4: Resource Materials			
Promotional toolkit with social media content, website banners, and Stormwater Ambassador badge; GSI resource packet for planner and industry audiences	• 1 set of core assets (e.g., 2–3 social media graphics, one website banner and one digital Stormwater Ambassador badge); built using existing templates and branding, with one round of revisions • 1 packet per audience (planners and industry), assembled primarily from existing Greenprint and partner resources rather than newly developed content; one round of TCD/Advisory Group review • Printing, hosting and distribution of materials led by TCD	25	\$5,957
TOTAL			\$74,852



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD Policy & Procedures Reformatting: Sections 1 - 4		
Lead Staff:	Susan Shelton	Board Meeting Date:	07/22/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
Staff are working on a project to reformat TCD's Policy & Procedures Manual to ensure consistency and clarity throughout the document. The intent of this project is to simply clean up the formatting of the manual. Formatting guidelines were set, policies were reformatted consistent with those guidelines and policies were organized into sections that make sense. Some minor grammar and punctuation corrections were made. A few edits that modified the meaning of the content are highlighted as "track changes". We will be submitting subsequent sections of the manual for later board meetings. We expect that the Board Supervisors will want to modify Policy 3.0 Board Supervisor Remote Attendance. We did not make any modifications to this policy as part of this project. We will be happy to update this policy later as a separate standalone project. Please let us know if you see any additional necessary edits.			
Pros:	Cons:		
Over the years as policies and procedures were added or edited, different individuals used different formatting guidelines. Consistent formatting guidelines throughout the document makes the document easier to read and easier to understand. It may also improve the credibility of TCD with auditors and funders who are assessing the District's risk levels. Finally, this is a good opportunity for the Board of Supervisors to review the District's policies and procedures for necessary updates.	None		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
None			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve the reformatted sections.			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
TCD Policy & Procedures: Sections 1 - 4			





Policy & Procedures Manual

Section 1: Establishing Policies and Procedures

Thurston Conservation District Policy & Procedures

TCD Policy 1.0: Establishing Policies and Procedures



Board Approved: June 9, 2000

Last Updated: July 22, 2026

Purpose:

To ensure consistent application of Thurston Conservation District (TCD) management decisions, the District will establish a Policy and Procedure Manual, and establish a system for developing District-wide policies and procedures.

Definitions:

A **policy** is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues. Policies are approved by the entire Board.

A **procedure** is a method, a system of processes, a list of steps, or an ordering of tasks that give effect to the policy of the District[SS1].

Policy:

The Executive Director, District Treasurer, and Board of Supervisors may develop District-wide policy recommendations for final approval by the Board of Supervisors. The Board of Supervisors will approve additions, revisions, or new policies to be formally incorporated into the Policies and Procedures Manual and align with the terms in the Collective Bargaining Agreement.

If in the opinion of the Executive Director, it is necessary to make a policy decision without the approval of the Board of Supervisors because of a time limitation, the Executive Director is authorized to make that policy. In such a case, the Executive Director shall present the new policy to the Board for ratification at its next regular meeting.

Procedure:

Any Thurston Conservation District employee recognizing the need for a policy or procedure may initiate a policy or procedure in writing to their manager or directly to the Executive Director. After conferring with the Board of Supervisors, the Executive Director will respond in writing advising on the status of the requestor to take such action that appropriately responds to the issues raised.

If a decision is made to develop or modify a policy, the Executive Director will establish a process that allows relevant District employees to review and comment on draft proposals prior to approval by the Board of Supervisors.

27 The Executive Director or his/her designee is responsible for standardizing the Policy and Procedure
28 Manual format, content, and numbering systems. The Executive Director or their designee is
29 responsible for District-wide policy publication and distribution.

Thurston Conservation District Policy & Procedures

TCD Policy 1.1: Delegation of Authority to Make Policy & Procedure Changes



Board Approved: June 9, 2000

Last Updated: July 22, 2026

Purpose:

To ensure compliance with all applicable laws and regulations.

Policy:

The Executive Director (or Acting Executive Director) and the District Treasurer shall, after review of all applicable laws, rules and regulations with District Counsel, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Executive Director shall present draft policies to the Board for consideration of ratification at the next regularly scheduled Board Meeting.

No specific formality is required to adopt operating procedures for the District. The Executive Director (or Acting Executive Director), District Treasurer, or District Directors may create, adopt, implement, change, rescind, modify, or eliminate any operating procedure if, in the opinion of the Executive Director (or Acting Executive Director), District Treasurer or District Directors, such action is required for the lawful and efficient operation of the District.

The Executive Director (or Acting Executive Director), District Treasurer, or the Board of Supervisors may promulgate any new District policy with regard to financial matters. Upon adoption of a policy by the Board of Supervisors, the Executive Director (or Acting Executive Director) or the District Treasurer shall give effect to that policy by designing and implementing appropriate procedures. Significant financial procedures will be enacted in consultation with the Board of Supervisors.[SS2]

Procedure:

The Executive Director (or Acting Executive Director) or the District Treasurer shall disseminate information promptly using appropriate media to all staff, the Board, the District Treasurer, and other affected parties upon changing a District Policy or Procedure.

Until the Executive Director (or Acting Executive Director) or the District Treasurer takes action and provides notice, the procedures in effect prior to or upon adoption of this Policy shall remain in effect.



Policy & Procedures Manual
Section 2: Organizational Structure

Thurston Conservation District Policy & Procedures

TCD Policy 2.0: Organizational Structure



Board Approved: June 9, 2000

Last Updated: July 22, 2026

1 **Purpose:**

2 To ensure the establishment and maintenance of an organizational structure that maximizes effective
3 and efficient delivery of services.

4 **Policy:**

5 Corporate Board power lies with the Board. Administrative power shall be retained by the Executive
6 Director (ED). The ED shall work at the direction of the Board. TCD Staff interests shall be represented
7 by the Washington State Council of County and City Employees (WSCCCE) Council 2.

Thurston Conservation District Policy & Procedures

TCD Policy 2.1: Board of Supervisor & Officer Position Descriptions



Board Approved: July 28, 2015

Last Updated: ~~April 30, 2019~~ July 22, 2026

Purpose:

The following outlines the Roles & Responsibilities governing this Board of Supervisors.

Policy:

Conservation District officials serve on a five-member Board of Supervisors that consists of three elected members and two appointed members, appointed by the Washington State Conservation Commission. This Board of Supervisors establishes and implements programs to protect and conserve soil, water, prime and unique farmland, rangeland, woodland, wildlife, energy, and other renewable resources on local, non-federal lands.

All Supervisors are responsible for carrying out the responsibilities of their position in accordance with the Washington Conservation District Law (RCW 89.08) and must comply with all laws and regulations, as well as the guidelines set forth by the Washington State Conservation Commission, and the State and National Associations of Conservation Districts.

These position descriptions are designed as a non-exhaustive overview. They are not anticipated to cover all possible needs or circumstances that may arise. Holders of these offices are expected to use common sense, and professional courtesy, and act with respect for other Board Supervisors, Staff, partners, and others. These descriptions and guidelines are intended to be reviewed every three years, or as needed.

Procedures:

This section describes the roles and responsibilities of board members.

Supervisor Roles & Responsibilities include:

- Prepare for Board Meetings and Work Sessions in advance by reviewing the Draft Agenda and Meeting Packet materials, asking questions regarding materials, and conducting any other activities that enable the Supervisor to participate fully, effectively, and efficiently.
- Participate in Board Meetings on a consistent basis, notifying the chair and/or Executive Director (ED) or Acting Executive Director (AED) of any anticipated absence(s). This notification with the reason for absence will be provided to the chair and/or Executive Director or Acting Executive Director in advance of the Meeting.

- Board members may miss no more than four regularly scheduled Board Meetings in a calendar year. The Board member will have the opportunity to explain absences. The Board will then make a decision on how to proceed, based on that information.
- Identify local conservation needs and develop, implement, and evaluate programs to meet them.
- Educate and inform landowners and operators, the general public, and local, state, and federal legislators on conservation issues and programs.
- Administer the District by delegating tasks through a structure of Board Officers and members, committees, and others.
- Raise and budget District funds and report on activities to the public.
- Set policy and support staff in coordinating the implementation of said policy.
- Solicit funding within the community.

Board Chair guides and directs all processes of governing, centering the work of the Board on the organization's mission and goals.

- **Agenda:** Works collaboratively with the Executive Director or Acting Executive Director and other Board Supervisors to establish the agenda for Board Meetings. Other Board Supervisors provide the Chair with their agenda ideas and the Chair works with the ED or AED to set the agenda to avoid ED or AED receiving direction from multiple Board Supervisors.
- **Meeting Management:** Presides over Board Meetings in a manner that encourages participation and information sharing while moving the Board toward timely closure and prudent decision-making. Meetings are conducted under Robert's Rules of Order.
- **Committee Direction:** As needed, appoints committee chairs and members, subject to Board approval. Works with committee chairs to align the work of the committees with the mission and goals and planning documents.
- **Executive Director and Acting Executive Director Relationship:** Serves as the Board's central point of official communication with the Executive Director or Acting Executive Director. Develops a positive, collaborative relationship with the ED, including acting as a sounding Board for the ED or AED on emerging issues and alternative courses of action. Stays up to date about the organization and determines when an issue needs to be brought to the attention of the full Board or committee.
- **Executive Director and Acting Executive Director Performance Appraisal:** Leads the processes of ED or AED goal setting, annual performance evaluation, and compensation review, in consultation with the Board and District policy. The Board is responsible for the ED's and AED's performance review, at least annually. [SS1]
- **Board Conduct When Issues Arise:** Addresses conduct issues, such as instances involving conflict of interest, confidentiality, and other District Policies. The Chair addresses issues with the Board's input and subsequent actions are consistent with their direction.

- **Board Learning and Development:** Encourages opportunities for the development of the Board's knowledge and capabilities by playing a central role in the orientation of Board Supervisors, mentoring a chair-elect, and providing continuing education for the entire Board.
- **Succession Planning:** Participates in the recruitment of new Board Supervisors and the process of identifying candidates to serve as chair-elect.
- **Annual Summary:** Provides an effective, objective evaluation process and supports the implementation of recommendations for improvement and effectiveness of the Board. Evaluates their own performance as Chair, including successes and opportunities for improvement.
- **Execution of Documents:** Signs all documents authorized by the Board, except as otherwise provided by law. Has the authorization to sign routine documents and if there is a question as to what routine is, the Chair will consult with the Board and Executive Director or Acting Executive Director.
- **Engagement in District Activities:** Participates in District events to the extent possible, particularly the annual plant sale, conservation tours, as well as annual and strategic planning sessions. Encourages other Board Supervisors to participate as well.
- **Represents the District:** To the extent possible, at events such as Washington Association of Conservation Districts (WACD) regional Meetings, WACD Annual Meetings, and meetings, and events of other partners.

Vice-Chair supports the Chair in their duties, as stated in the Chair's responsibilities and expectations above.

- **Serves as Chair** in the absence of the Board Chair, or if the Chair has recused themselves, or in the event of other inabilities of the Chair.
- **Assists the Chair** with their duties as the Chair.
- **Serves as the Auditor** in the absence of the Auditor, or if the auditor has recused themselves, or in the event of other inabilities of the Auditor.

The Auditor is the Board Supervisor who is primarily responsible for financial oversight of the District, in cooperation and communication with the Board of Supervisors (Board), and in particular, is responsible for the following:

- **Reviews and presents monthly check registers to the Board:** All items of concern or anomaly will be discussed with Executive Director or Acting Executive Director and Treasurer, and if not resolved brought to the Board at their next regular meeting, or sooner if circumstances dictate.
- **Reviews the monthly Treasurer's Report,** as prepared by the District Treasurer. The Auditor will work with the District Treasurer to create a monthly Treasurer's Report that is easily understood by all. All items of concern or anomaly will be discussed with the Executive Director or Acting Executive Director and Treasurer, and if not resolved brought to the Board at their next regular meeting, or sooner if circumstances dictate.

- 109 • **Reviews Accounts Payable and signs checks:** This includes ensuring compliance with all District
110 financial policies.
- 111 • **Reviews Accounts Receivable:** Receives monthly financial reports from the District Treasurer.
- 112 • **Participates in the State Auditor's annual reporting process** due at the end of May for the
113 previous calendar year.
- 114 • **Reviews and signs Executive and Acting Executive Director documents** including timesheets,
115 travel reimbursements, purchase orders, and similar documents.
- 116 • **Participates in the annual budget development process.** The Auditor will work with District
117 Treasurer and Executive Director or Acting Executive Director to ensure that annual budget
118 documents that are prepared are easily understood by all and in alignment with Strategic Plan.

Thurston Conservation District Policy & Procedures

TCD Policy 2.2: Delegation of Authority to Executive Director



Board Approved: June 9, 2000

Last Updated: ~~April 26, 2016~~ July 22, 2026

Purpose:

This document describes the functions, responsibilities, and expectations the Thurston Conservation District (TCD) Board of Supervisors delegates to TCD's Executive Director (ED).

Definitions:

~~A policy is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues. Policies are approved by the entire Board.~~

~~A procedure is a method, a system of processes, a list of steps, or an ordering of tasks that give effect to the policy of the District[SS2].~~

Policy:

The Executive Director (ED) is the chief executive of the TCD, acting under the direction of the Board of Supervisors (Board), with responsibility for District activities, including but not limited to:

- Overall management, supervision of District programs and employees, and satisfaction of District clients, partners, the general public, and the Board.
- Implementation of the District mission, annual and strategic plans, policies, and budget in a timely and efficient manner.
- Coordination and/or development of sufficient financial resources to fund District programs.
- Engagement of programs and partners that further the mission of the District.
- Ensuring all District functions and services are managed and provided in accordance with all applicable laws, regulations, and District policies.

Generally, the Board will make policy-level decisions by motion or by resolution in its regular meetings.

Generally, the ED will design and implement procedures to carry out those policies.

The Board of Supervisors delegates the following authority to the Executive Director:

Execution of Mission/Vision/Work Plans: The ED is the chief employee entrusted by the Board to coordinate with staff to maximize resources and partnerships to execute the mission, vision, and work plans of the TCD. Day-to-day program management and execution of duties to implement the mission, vision, work plan and Board direction of the District are delegated to the ED.

Representing the Organization: The ED will represent the District, as appropriate, to partners, local, state, federal, and tribal officials, the media, constituents, and the public. The ED will act, in consultation with the Board, as the Board's representative when discussing and negotiating terms with the Union.

Employment Practices: The ED shall recommend the proper level of staffing and salaries to the Board at least once each year, as part of the annual budget. The adoption of the budget that includes these is a policy decision of the Board. The ED will implement employment practices that align with the current Collective Bargaining Agreement.

The ED shall hire, promote, or retain employees, in consultation with the Board, as needed to meet the approved staffing level.

The ED shall determine merit raise increases and implement these decisions as the District's budget will allow and in an orderly manner consistent with maintaining employee morale and retaining competent staff.

The ED shall conduct performance reviews of employees, at least annually, giving the Board opportunity for their input into these evaluations. The Board is responsible for the ED's performance review, at least annually. [SS3]

The ED shall take all disciplinary actions needed, including and up to termination of employees as necessary, and keep the Board informed of such actions as they may become necessary.

The Executive Director approves all leave, including paid family medical, sick, annual, bereavement, personal holidays, unpaid holidays, and leave without pay within the guidelines of the District's Policies and Procedures Manual and the Collective Bargaining Agreement.

The ED shall ensure employees receive adequate training, counseling, and other tools and make them available to employees as needed to carry out the mission of the District.

The ED may appoint employees to management positions based on the needs of the District and may instruct other District Employees to report to those managers rather than directly to the ED, in consultation with the Board to the degree feasible.

In the absence of the ED, the ED may appoint a designee to carry out any and all of these responsibilities on their behalf. This may occur if the ED is out of the area for more than 24 hours and unable to perform their duties, has a medical event, etc. and critical District business must still occur.

Board: The ED shall support the Board Chair to ensure that Board members receive adequate training opportunities: basic District operations, District finances, Open Public Meetings Act, Board Responsibilities, and any other training for the duties of being a Board member. [SS4]

Execution of Contracts & Agreements: The ED will execute contracts and agreements (with the exception of those that specifically require Board approval/signature) on behalf of the District, including the following:

- Contracts and agreements that are of normal and customary business and in alignment with the District's mission/vision and annual work plans;
- Contracts and agreements whose budget does not exceed \$30,000. Funds passed through by other agencies or funders that exceed \$30,000 or are deemed out of normal or customary business and/or spending more than \$30,000 of the District's financial resources must be approved by the Board by motion or resolution prior to execution. The ED is authorized to spend up to limits specified in Board-approved instruments.

Policy & Procedures: The Executive Director shall and District Treasurer , after review of all applicable laws, rules, and regulations with District Counsel, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Executive Director shall present draft policies to the Board for consideration of ratification at the next regularly scheduled Board Meeting.

The Executive Director, District Treasurer, or District Directors may create, adopt, implement, change, rescind, modify, or eliminate any operating procedure, if in the opinion of the Executive Director, District Treasurer or District Directors, such action is required for the lawful and efficient operation of the District.

The Executive Director or the District Treasurer shall disseminate information promptly using appropriate media to all staff, the Board, the District Treasurer, and other affected parties upon the change of a District Policy or Procedure. ~~and have them posted to the District website within 14 calendar days or as arranged.~~

Thurston Conservation District Policy & Procedures

TCD Policy 2.3: Delegation of Authority to Acting Executive Director



Established: January 9, 2018

Updated: ~~November 15, 2018~~ July 22, 2026

Purpose:

This document describes the functions, responsibilities, and expectations the Thurston Conservation District (TCD) Board of Supervisors delegates to TCD's Acting Executive Director (AED).

Policy:

The Acting Executive Director (AED) is the interim chief executive of the TCD, acting under the direction of and approved by the Board of Supervisors (Board), with responsibility for District activities, including but not limited to:

- Overall management, supervision of District programs and employees, and satisfaction of District clients, partners, and the general public in consultation and communication with the Board.
- Implementation of the District mission, annual and strategic plans, policies, and budget in a timely and efficient manner.
- Coordination and/or development of sufficient financial resources to fund District programs.
- Engagement of programs and partners that further the mission of the District.
- Ensuring all District functions and services are managed and provided in accordance with all applicable laws, regulations, and District policies.

Generally, the Board will make policy-level decisions by motion or by resolution in its regular meetings.

Generally, the AED will design and implement procedures to carry out those policies, with input from the Board.

The Board of Supervisors delegates the following authority to the Acting Executive Director:

Execution of Mission/Vision/Work Plans: The AED is the chief employee entrusted by the Board to coordinate with staff to maximize resources and partnerships to execute the mission, vision, and work plans of the TCD. Day-to-day program management and execution of duties to implement the mission, vision, work plan, and Board direction are delegated to the AED in consultation and communication with the Board.

225 **Representing the Organization:** The AED will represent the District, to partners, local, state, federal,
226 and tribal officials, the media, constituents, and the public. The AED will act, in consultation with the
227 Board, as the Board's representative when discussing and negotiating terms with the Union.

228 **Employment Practices:** The AED shall recommend the proper level of staffing and salaries to the Board
229 at least once each year, as part of the annual budget preparation. The adoption of the budget, that
230 includes these, is a policy decision of the Board. The AED will implement employment practices that
231 align with the current Collective Bargaining Agreement.

232 The AED shall hire, promote, or retain employees, with the approval of the Board, as needed to meet
233 the approved staffing level.

234 The AED shall determine merit raise increases and implement these decisions as the District's budget
235 will allow, in consultation with the Board, in an orderly manner consistent with maintaining employee
236 morale and retaining competent staff to conduct District operations.

237 The AED shall conduct performance reviews of employees, at least annually, giving the Board
238 opportunity for their input into these evaluations. The Board is responsible for the AED's performance
239 review, at least annually (on or before their anniversary date or as agreed), or more often if needed for
240 this position. [SS5]

241 The AED shall take all disciplinary actions needed, including and up to termination of employees as
242 necessary, and keep the Board informed and consult with the Board of such actions, in writing, as they
243 may become necessary.

244 The Acting Executive Director approves all leave, including paid family medical, sick, annual,
245 bereavement, personal holidays, unpaid holidays, and leave without pay, within the guidelines of the
246 District's Policies and Procedures Manual and the Collective Bargaining Agreement.

247 The AED shall ensure employees receive adequate training, counseling, and other tools and make them
248 available to employees as needed to carry out the mission of the District.

249 The AED may appoint employees to management positions based on the needs of the District and may
250 instruct other District Employees to report to those managers rather than directly to the AED, in
251 consultation with the Board.

252 In the absence of the AED, the AED may appoint a designee to carry out any and all of these
253 responsibilities on their behalf upon approval of the Board. This may occur if the AED is out of the area
254 for more than 24 hours and unable to perform their duties, has a medical event, etc. and critical District
255 business must still occur. The Board of Supervisors in consultation with the AED will set up a chain of
256 command to fulfill the AED role.

257 **Board:** The ED shall support the Board Chair to ensure that Board members receive adequate training
258 opportunities: basic District operations, District finances, Open Public Meetings Act, Board
259 Responsibilities, and any other training for the duties of being a Board member. [SS6]

Execution of Contracts & Agreements: The AED will execute contracts and agreements (with the exception of those that specifically require Board approval/signature) on behalf of the District, including the following:

- Contracts and agreements that are of normal and customary business and in alignment with the District's mission/vision and annual work plans;
- Contract and agreements whose budget does not exceed \$5,000 of the District's financial resources on a single project or program. Funds passed through by other agencies or funders that exceed \$5,000 or are deemed out of normal or customary business and/or spending more than \$5,000 of the District's financial resources, must be approved by the Board by motion or resolution prior to execution. The AED is authorized to spend up to limits specified in Board-approved instruments.

~~Policy is a broad statement expressing the intent of a particular program or making a fundamental decision about a particular issue or set of issues and is established by the Board. Annual and strategic plans are examples of policy statements — a statement of what is intended for the period.~~

~~The procedure is a method, a system of processes, a list of steps, or an ordering of tasks that give effect to the policy of the District. A procedure is the process of implementing a policy and is done by Staff[SS7]~~

Policy & Procedures: The Acting Executive Director shall, after review of all applicable laws, rules, and regulations, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Acting Executive Director shall present draft policies to the Board for consideration of ratification at the next regularly scheduled Board Meeting.

The Acting Executive Director, District Treasurer, or District Directors may create, adopt, implement, change, rescind, modify, or eliminate any operating procedure, if in the opinion of the Executive Director, District Treasurer or District Directors, such action is required for the lawful and efficient operation of the District.

The Acting Executive Director or the District Treasurer shall disseminate information promptly using appropriate media to all staff, the Board, the District Treasurer and other affected parties upon the change of a District Policy or Procedure. ~~and have them posted to the District website within 14 calendar days or as arranged.~~

Thurston Conservation District Policy & Procedures

TCD Policy 2.4: Delegation of Authority to District Treasurer



Board Approved: June 9, 2000

Last Updated: ~~December 20, 2017~~ July 22, 2026

Purpose:

The District Treasurer (i.e., the District's On-Staff Accountant) shall have the Authorities listed below. Any action beyond this scope of delegation must be approved by the Board.

Definitions:

~~Policy with regard to financial matters is a broad statement expressing intent or making a fundamental decision about a particular issue or set of issues. Policies are developed/approved by the entire Board.~~

~~The procedure is a method, a system of rules, a list of steps, or an ordering of tasks that give effect to the policy of the District. Staff develops procedures in consultation with the Board. [SS8]~~

Policy:

~~The Executive Director, District Treasurer, or the Board of Supervisors may promulgate any new District policy with regard to financial matters. Upon adoption of the financial policy by the Board of Supervisors, the Executive Director and the District Treasurer shall give effect to that policy by designing and implementing such procedures as are appropriate in the opinion of the Executive Director and the District Treasurer. The District Treasurer will consult the Board when implementing new procedures.~~

~~The Executive Director or the District Treasurer shall have the authority to adopt District procedure with regard to financial matters in consultation with the Board of Supervisors. [SS9]~~

The Board of Supervisors delegates the following authority to the District Treasurer:

Control Systems & Reporting Systems: For control systems and reporting systems, TCD along with many other WA State Districts, uses QuickBooks to control receipts and expenditures. There are also guidelines that all state and local governments must follow for receipt and expenditure of public funds that are designed and implemented by the State Auditor's Office.

At regularly scheduled Board Meetings, or as needed, the District Treasurer shall prepare a report on the financial condition of the District and shall present the report to the Board.

Employee Management and Supervision: The District Treasurer shall, together with the Executive Director, ensure to the extent possible that employees receive adequate training on all District financial matters. Regularly scheduled training sessions will be held for new employees, new Board members,

316 and any other employee or Board members as needed and as may be determined by the Board of
317 Supervisors.

318 As directed by the Executive Director, the District Treasurer shall approve the hiring, training,
319 promotion, or termination of the District accounting staff, unless immediate action must be taken in the
320 opinion of the Executive Director.

321 **District Representation:** Under the supervision of the Executive Director, the District Treasurer shall
322 represent the District in financial matters to the public, third-party CPA(s), advisors, financial
323 institutions, trade, and industry groups, insurance companies, legal counsel, and others as required in
324 the performance of the Treasurer's duties.

325 **Financial Consultants:** In consultation with the Board, as directed by the Executive Director, the District
326 Treasurer shall have the authority to hire financial consultants, including legal advisors, financial
327 advisors, public relations advisors, engineers, and other professional advisors as the needs of the
328 District dictate, subject to the limitations of the approved budget and annual plan.

329 **Re-Delegation:** The District Treasurer may re-delegate the authorities delegated to the District
330 Treasurer to other District accounting employees, to other District employees, or consultants with the
331 approval of the Executive Director in consultation with the Board of Supervisors.

Thurston Conservation District Policy and Procedures

TCD Policy 2.5: Associate Board Supervisor



Board Approved: March 17, 2016

Last Updated: ~~September 26, 2019~~ July 22, 2026

Purpose:

The following policy provides parameters for the required duties of Associate Supervisors, as well as the process for selecting and terminating Associate Supervisors.

The mission of Thurston Conservation District (TCD) is to conserve and sustain the beneficial use and protection of natural resources in our local communities. The District strives to make available technical, financial, and educational resources to all land users and citizens of the District. To fulfill this mission effectively and efficiently the District must coordinate and collaborate with numerous agencies and organizations and reach out to the citizens of the District.

The Board of Supervisors should be adequately informed about natural resource conservation concerns and opportunities and land user needs. There is a tremendous diversity of land users and citizens in the District, representing varied interests, objectives, and needs. It is impractical for a five-member Board of Supervisors to adequately represent such diversity and thoroughly understand the variety of needs and concerns that exist. Therefore, the Board relies on paid staff and volunteer Associate Supervisors for input and to help inform their decisions and disseminate information to the citizens of the District.

Associate Supervisors are a key component of the District's interactions and communication with the community it serves. District Supervisors and staff are encouraged to recruit potential new Associate Supervisors from members of the community who appear to have the interest and background to be a good candidate.

Policy:

Powers and Duties of Associate Supervisors: Associate Supervisors serve the District in a similar capacity as a member of the Board of Supervisors, with the primary exception of not having authority to vote on official actions of the Board. Like the Board of Supervisors, Associate Supervisors are considered municipal officers, subject to certain limitations and restrictions associated with contracting with the District.

Associate Supervisors serve without compensation; however, with prior permission from the Executive Director, they may be reimbursed for expenses incurred conducting District business such as conference registrations, travel, and lodging.

Unlike Supervisors, Associate Supervisors are not exempt from cost-sharing limitations; however, the Board of Supervisors will review the ethics requirements for municipal officers outlined in *RCW 42.23.030 and RCW 42.23.070* prior to consideration of cost-share projects for Associate Supervisors.

The following is a list of some of the common duties performed by Associate Supervisors:

- Become familiar with the District's enabling legislation, the handbook for Supervisors, and the state and national associations.
- Advise the Board of Supervisors on various subjects for which individual Associate Supervisors have experience or special expertise.
- Represent the interests of underrepresented sectors of the community.
- Actively represent the resource users in their area of interest by knowing their concerns and accomplishments and using this information to help direct District policies.
- Be willing to perform duties that the Board delegates, including serving on special District committees; serving in a specific role within the District; or representing the District on external committees, commissions, councils, workgroups, and associations formed by other organizations.
- Assist with outreach and education programs.
- Assist with the implementation of District projects.
- Assist with District administrative functions, such as the conducting of annual elections and audits.
- Assist with the development and distribution of annual plans of work and long-range plans.
- Collect information and feedback from citizens and recipients regarding District services and programs.

Minimum Job Requirements

- Attend Board Meetings regularly (at least 6 Meetings per year and not miss more than two consecutive Meetings).
- Work with the Board to identify and perform specific ongoing duties that match the expertise or knowledge of the Associate Supervisor with the needs of the District.
- Participate in other roles or activities as needed that the Board requests or agrees to.
- Must be a resident of the District and of legal voting age.

Qualifications & Skills: Associate Supervisors shall identify and demonstrate the knowledge, experience, and expertise that they will employ, including:

- Proven abilities in building inclusive, community-based partnerships between individuals, agencies, and citizen groups with diverse interests and values
- A commitment to working as a team member with the District Staff and its Board
- Demonstrated experience and/or interest in:
 - Natural resource issues;
 - Community involvement and outreach;

- 397 - Technical knowledge and/or experience managing conservation projects;
- 398 - Public policy development and oversight;
- 399 - Conservation practices and policies affecting natural resources and/or working lands.

400 **Procedures:**

401 **Selection Process**

- 402 1. A potential candidate may apply for an Associate Supervisor position at any time. An
- 403 application approved by the Board will be available for interested candidates on the District
- 404 website or upon request.
- 405 2. The Board Supervisors will determine the suitability of a candidate through review of the
- 406 application, an interview, and assessment of District needs and how the candidate meets those
- 407 needs.
- 408 3. The Board appoints Associate Supervisors by majority vote at a regular TCD Board Meeting.

409 **Appointments**

- 410 4. The term of office for Associate Supervisors shall be one calendar year, which the Board can
- 411 renew annually.
- 412 5. An Associate Supervisor initially appointed in January through June will serve through the
- 413 calendar year, while an initial appointment made in July through December will serve through
- 414 the following calendar year.
- 415 6. In November of each year, the Board Chair or Executive Director will notify Associate
- 416 Supervisors in writing to request renewal of their appointment.
- 417 7. In December of each year, the Board will vote on whether to renew the appointments of any
- 418 current Associate Supervisors who have requested reappointment.

419 **Terminations**

- 420 • Associate Supervisors serve at the discretion of the Board of Supervisors, and the Board may
- 421 terminate the appointment of Associate Supervisors at any time.
- 422 • Two weeks before a scheduled Meeting that includes the potential termination of an
- 423 appointment, the Board Chair or Executive Director will provide notice and offer the Associate
- 424 Supervisor an opportunity to respond in writing or in person at a scheduled meeting.



Policy & Procedures Manual
Section 3: Board Meetings

Thurston Conservation District Policy & Procedures

TCD Policy 3.0: Board Supervisor Remote Attendance



Board Approved: July 25, 2019

Last Updated: July 22, 2026

Purpose:

From time to time, it is not possible for a Board Supervisor to attend a Board of Supervisors meeting, and, in limited instances, Thurston Conservation District would benefit from a Board Supervisor's participation by means of remote communication. Thurston Conservation District recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Supervisors.

Policy:

Attendance by remote communication may occur as follows:

- A Supervisor may attend a meeting via remote communication in limited instances when the Supervisor cannot attend in person. If a supervisor wishes to participate by remote communication more than three times per year, prior approval of the Chair of the Board of Supervisors shall be required for each such instance of participation after the third.
- A Supervisor planning to attend via remote communication must provide notice to the Executive Director at least 24 hours prior to the scheduled meeting, or as soon as possible in emergent situations. The notice must advise of the Supervisor's intent to attend via remote communication and the reason(s) why the Supervisor cannot attend the meeting in person. If the Supervisor has participated remotely in three prior meetings during the calendar year, the Supervisor shall give the Executive Director and Chair of the Board of Supervisors one week's notice of their request to participate by remote communication and shall participate remotely only if the request is approved. The Chair of the Board of Supervisors shall inform the Supervisor requesting remote participation of their decision to allow or disallow such participation at least 24 hours prior to the scheduled meeting.
- A Supervisor may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Supervisor's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Supervisor to pose and answer questions from time to time.
- During any meeting that a Supervisor is attending via remote communication, the Chair or presiding officer shall state for the record that a particular Supervisor is attending via remote communication and the reasons for such attendance.

- 31 • Supervisors attending via remote communication may participate and vote during the meeting
32 as if they were physically present at the meeting.
- 33 • Supervisors attending via remote communication shall comply with all rules and procedures as
34 if they were physically present at the meeting.
- 35 • In the case of executive sessions, the Board of Supervisors may permit participation from a
36 remote location(s) only when the Supervisor, on a case-by-case basis, considers such
37 participation to be necessary and the Board of Supervisors is confident in the security of such
38 remote communications.

Thurston Conservation District Policy & Procedures

TCD Policy 3.1: Meeting Minutes Procedures



Board Approved: July 25, 2019

Last Updated: July 22, 2026

Purpose:

To describe procedures for Meeting Minutes for the efficiency of Board Meetings, transparency of District decision-making, and accountability to the Conservation Commission and the Public.

Policy:

Meeting Minutes will be in a simple format, consistent with *Robert's Rules of Order*. Minimum content will include:

- A list of attendees;
- Times of the Meeting's beginning, ending, and breaks;
- A summary of proceedings for each agenda item;
- Documentation of all actions the District Board takes, such as:
 - All main motions (except those that were withdrawn) and points of order and appeals, whether sustained or lost;
 - All other motions that were not lost or withdrawn;
 - Decisions made by consensus;
- The names of Supervisors moving, seconding, and voting aye, nay, or abstain;
- A summary of action items requiring Board or staff follow-up;
- Public comment will be noted by the name of the speaker only. If a recording of public comments is made, it will be maintained in the Board records;
- Written comments from the public to the Board provided before or during a meeting will be shared with all Supervisors and maintained in a Correspondence file following appropriate records retention policies;
- Discussion will usually not be documented. However, at the request of a Supervisor, a statement by the Supervisor may be included;
- If the Supervisor wishes to include correspondence or other documentation from a third party, the name, date, and subject of the correspondence or document will be noted in the Minutes, and the correspondence or document included in the Correspondence File;
- Correspondence or other documents from anonymous sources will be included in the District Correspondence file and noted as such. If a supervisor presents anonymous information in a

67 public meeting, it should be noted as anonymous in the Minutes and treated the same as other
68 correspondence or documents entered into the record;

69 The Board will assign the drafting of Meeting Minutes to a Clerk of the Board, who typically will be
70 District staff assigned by the Executive Director.

71 Meetings will be recorded, and the recording posted on the District website. Final Meeting Agendas
72 and signed Minutes will be posted on the District website

73 The Board will review draft Meeting Minutes at a Board work session and approve the Minutes at an
74 official Board Meeting. The Minutes may be on the consent calendar if they are in a form consistent
75 with the consensus of the Board.

76 A majority vote of the Board shall determine the final content of the Minutes.

77 Copies of all motions or resolutions passed will be included in the text or as an attachment in the final
78 version of the passed and signed Minutes.

79 The Chair will review the final version of the Minutes as passed by the Board before signing them, and
80 if necessary, refer them back to staff for correction, or to the Board to resolve disagreements of the
81 content.

82 The District sets a goal of reviewing, approving, signing, and publically posting Minutes within two
83 months of the meeting that is the subject of the Minutes. The Board may authorize a delay in
84 publication for exceptional extenuating circumstances, which shall be documented in the Minutes of
85 the subsequent Meeting when the Board approves the delay in publication.

86 Posting of Minutes and meeting recordings on the website, and maintenance of printed and electronic
87 copies of meeting information will be retained according to record retention schedules of the District,
88 in accordance with State laws and regulations.

89 District Work Sessions or other District events that are not business meetings where a quorum of
90 Supervisors is present will be noted in the Minutes of the next regular Board Meeting with a brief
91 summary of the purpose of the meeting and topics addressed.

92 Minutes are not required for meetings attended by a quorum of Supervisors if the sponsoring
93 organization provides Minutes separately for that meeting. The Board shall provide a reference to these
94 Minutes in the Minutes of the next District regular Board Meeting.



Policy & Procedures Manual
Section 4: Board of Supervisor Elections

Thurston Conservation District Policy & Procedures

Policy 4.0: Supervisor Candidate Statement Guidelines



Board Approved: December 29, 2015

Last Updated: ~~April 26, 2016~~ July 22, 2026

Purpose:

To establish policy and set limits on supervisor candidate statements used in the District Elections. Candidate statements for supervisor elections are encouraged, to help inform voters during the supervisor election process.

Policy:

Candidate Statements are limited to 200 words and must be submitted electronically. The District retains the right to eliminate information for space availability or content appropriateness, at the sole discretion of the District. Once submitted, the District has sole discretion to publish, or not publish, that information as it sees fit, provided each candidate's statement is treated equally. Inaccurate, erroneous, or offensive information (including language that is hostile, attacking, aggressive, invading, incursive, combative, belligerent and/or profane) will result in the non-publication of the candidate statement.

Candidate statements must be limited to information about the candidate, and may include any or all of the following:

- Explain the candidate's interest in the position
- Current occupation/employer
- Education
- Information about their family
- List of any memberships to groups/associations

Candidates may submit a digital photo with their statement, but images must meet these requirements:

- Must be digital (JPEG format);
- Must be current (within 5 years of the date of application);
- Head and shoulders only portrait on a light colored or plain background; photos with scenery, flags, public buildings or facilities, or other background settings will not be accepted.
- No photo may reveal clothing or insignia suggesting that the candidate holds a public office;
- Color photos are preferred, however black and white are acceptable;
- Judicial robes, law enforcement, or military-type uniforms are prohibited. Submitted photos become the property of the District.

29 Candidate statements must be received at the District Office no later than the candidate filing deadline.
30 As determined by the District, the failure to properly and timely submit such a statement will result in
31 the non-publication of the statement. Any issue a candidate has surrounding a candidate's submitted
32 statement must be made in writing (electronic or paper) to the District's Election Supervisor.

Thurston Conservation District Policy & Procedures

Policy 4.1: Conservation District Election Ballot Processing



Board Approved: March 17, 2016

Last Updated: July 22, 2026

Purpose:

To establish a policy on when District election ballots will be counted, allowing time for arrival of absentee ballots that have been postmarked on Election Day.

Policy:

According to the Washington State Conservation Commission's Election and Appointment Procedures for Conservation District Supervisors, Districts have up to four (4) weeks to process election results and inform the Commission of them.

Thurston Conservation District provides both ballot drop-off and mail-in voting options for the public to participate in District elections. The District will make reasonable efforts, following Election Day, to finalize counts and announce the unofficial results, while still allowing for adequate time for the arrival of completed mail-in ballots.

Completed ballots are processed in accordance with the Washington State Conservation Commission's Election and Appointment Procedures for Conservation District Supervisor and Chapter 135-110 WAC.

Thurston Conservation District Policy & Procedures

Policy 4.2: Mid-term Elected Seat Appointments



Board Approved: April 26, 2016

Last Updated: ~~May 31, 2016~~ July 22, 2026

Purpose:

To establish a policy outlining the process and procedures for filling mid-term elected seat vacancies on the Thurston Conservation District (TCD) Board of Supervisors (Board). Mid-term appointed seat vacancies are filled by the WA State Conservation Commission.

Policy:

A vacancy in the office of elected conservation District supervisor is filled, by a majority vote of the remaining conservation District Board Members, for the remainder of the unexpired term, subject to verification of supervisor qualifications by the Conservation Commission. (Chapter 135-110-970 WAC, Chapter 42.12.070)

Procedure:

Determining Candidate Skills, Qualifications & Requirements: When an elected seat is vacated, the remaining Board Members, with input from Staff, shall determine the skills and qualifications needed to fill the vacated position in such a way that meets current organizational needs and fills statutory requirements for Board makeup, prior to advertising the opening. However, the following skills, qualifications, and expectations will be consistently required of any candidate seeking a Board position:

- Willingness and ability to work and communicate effectively with a team;
- Willingness to fully participate in Board discussions and decisions in open, public meetings;
- Willingness and ability to be respectful of Staff and other Supervisors;
- Functional knowledge of Conservation Districts;
- Willingness and ability to meet all Supervisor requirements set forth in the Board of Supervisors Authorities & Responsibilities policy;
- Willingness and ability to participate in various leadership roles, if needed, such as special committees or Board officer position;
- Willingness and ability to represent the District to other public entities and policymakers upon request of the Board;
- Willingness and ability to complete both the Washington State Conservation Commission and Thurston Conservation District orientations within 30 days of assuming office;
- Willingness and ability to complete the Open Public Meetings Act and Public Records Management training within 90 days of assuming office;

- Having a basic working knowledge of email and the internet;
- Willing and able to serve the best interest of the citizens of Thurston County, with the ability to put aside personal issues and grievances.

Any appointee to a vacant elected supervisor position must still be eligible to serve under *Chapter 135-110-910*. Depending on the current make-up of the Board, an appointee may be required to be a landowner or farm operator at the time of the appointment. TCD will make such determination before appointing a person to fill the vacant elected supervisor position by using Washington State Conservation Commission's *Form AF2 – Mid-Term Elected Position Appointment Verification of Qualifications*. At least two of the three elected conservation District Supervisors on the Board must be landowners or operators of a farm. Definitions for a landowner and farm operator are found in *Chapter 135-110-110 WAC*.

Candidate Recruitment: Once qualifications are determined by the Board, proactive and passive candidate recruitment processes will commence.

The Board will enact a proactive candidate recruitment plan, as follows:

1. Board will discuss viable candidates that stand out in the community as potential assets to the Board and the District;
2. The Board will decide if there are any candidates they would like to reach out to;
3. The Board will create an outreach plan for conducting these efforts.

TCD Staff will enact a passive candidate recruitment plan, as follows:

- Prepare and issue an advertisement in the legal section of the local newspaper;
- Physically post a notice at the TCD office;
- Electronically post via social media;
- Electronically post on TCD's website.

The announcements will include the requirements necessary to hold office, time to be served in a vacant position, election information, basic duties, and instructions for submitting applications.

Board and Staff can augment this advertising plan to include additional marketing outlets, as needed.

The Executive Director will prepare an application form that requests the appropriate information for the Board of Supervisors' consideration of the candidates. Instructions for applying will be available on TCD's website.

Candidates must provide an application packet that includes:

- A completed application form.
- A resume (no longer than two pages).
- A list of at least three community references (preferably organizations that have collaborative partnerships with TCD).

Application packets must be submitted electronically to the District Office, to the attention of the Executive Director by a deadline designated by the Board. Candidate application materials submitted

111 by the deadline will be circulated to the Board and TCD's assigned Washington State Conservation
112 Commission Regional Manager. The Board will decide which candidates will be interviewed based on
113 information contained in the application packets.

114 **Candidate Interviews:** The Vice Chair (or other Board designee) will conduct the reference checks and
115 input from Staff will be collected, disseminated, and reviewed by the Board, prior to candidate
116 interviews. The Board of Supervisors will determine interview questions, with Staff input, and ensure
117 that each applicant is asked the approved set of questions, prior to interviews.

118 Interviews with candidates must be held in an open public meeting. The Board will interview
119 candidates at the next regularly scheduled Board Meeting following the application deadline, unless
120 that period is less than two weeks. In such a case, a Special Board Meeting may be requested by the
121 Chair. The Executive Director will notify applicants of the location, date and time of the candidate
122 interviews.

123 The candidates' order of appearance will be determined by the date and time their application was
124 received. The Board shall ask the pre-determined set of questions, which must be responded to by the
125 candidate. Each applicant will be asked to answer the same set of questions. Follow up questions,
126 based on responses, are permitted. An informal question and answer period of up to 10 minutes may
127 be allowed upon agreement of a majority of the Board, in which the Board and Staff asks and receives
128 answers to miscellaneous questions.

129 **Appointing a Candidate:** The TCD Board will base their candidate selection decisions upon information
130 contained in the application packet, the references, interviews, and other material gathered through
131 public avenues, as necessary, to choose a representative of Thurston Conservation District.

132 Upon completion of the interviews, the Board may deliberate on the candidate(s). The Meeting Chair
133 shall poll the Board to determine if they are prepared to vote. The selection of a candidate to fill the
134 vacancy is made by a majority vote of the remaining Board Members. Voting will take place in the
135 open meeting and outcomes recorded in the minutes. The Board may postpone an appointment
136 decision until another date, if a majority vote is not received. In addition, the Board may decide by
137 majority vote that none of the candidates meet the desired and/or required qualifications needed to
138 balance the Board makeup and maximize benefit to District functions. In this case, the Board will
139 designate a new application deadline in the future. Active and passive recruitment would occur again
140 during the interim.

141 It is noted the Board may convene into Executive Session to discuss the qualifications of the
142 candidates, pursuant to Chapter 42.30.11(1) RCW. However, all interviews, nominations, and votes
143 taken by the Board must be held in open public session. The Board may not determine who to select
144 or reach a consensus on a preferred candidate in Executive Session.

145 Once appointed, the new Board Member will assume their Board responsibilities immediately. The
146 term of the candidate selected to fill the vacancy will be in effect until the current term expires. The
147 incumbent may choose to run for election at that time.

Item

6



Thurston Conservation District Board of Supervisors Work Session Topic List & Board Meeting Agenda

August 26, 2026, 5:00 pm - 7:55 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: TBD
3. Community Partner Presentation: TBD
4. Board Recruitment Update, *All*
5. Rates and Charges Update, *All*
6. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 pm – 7:55 pm

- | | |
|--|-------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM |
| | <i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM |
| | <i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. July 22 2026, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. August 2026 Financial Report | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | <i>10 minutes</i> |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service, (NRCS) <i>Tara Donohoe</i> | <i>15 minutes</i> |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i> | |
| C. Washington Association of Conservation Districts (WACD), <i>Sarah Moorehead</i> | |

6. Governance, All – Action Item	7:10 PM
A. September 23, 2026 Work Session Topic List & Meeting Agenda Development	10 minutes
7. Executive Session: To consider the selection of a site or the acquisition of real estate	7:20 PM
RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.	15 minutes
8. Executive Session Report Out – Action Item	7:35 PM
	5 minutes
9. Executive Session: To discuss potential litigation	7:40 PM
RCW 42.30.110 (1)(i) to discuss with legal counsel representing the agency litigation or potential litigation.	10 minutes
10. Executive Session Report Out – Action Item	7:50 PM
	5 minutes
Adjourn	7:55 PM

Informational Only Items:

- I. Executive Director's Report

Important Future Dates

September 2026

TCD Legislative Tour 9:00 a.m. - 4:00 p.m.	Sept 2
TCD Closed, Labor Day	Sept 7
WACD Board Meeting 6:00 -8:30 p.m.	Sept 21
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Sept 23

October 2026

TCD Growers Conference	Oct 2
TCD Harvest Festival & Bulb & Seed Sale	Oct 3
WACD Southwest Area Meeting	TBD
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 28

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

July 22, 2026

Priority Initiatives Updates

2026 WADE Conference

Community Awards Program

Summer Workshops!

Students at the Beach: Nearshore Field Trips!

Conversations on Conservation: TCD Podcast Recap

We are in our 5th year of the podcast! Currently, the podcast has reached 8,853 all-time listens

- 42 episodes published
- Most-listened-to episode: "Get a Sense of Your Soil" with 815 downloads
- 15 five-star ratings with no ratings below five stars
- Listener analytics show audiences are consistently listening through entire episodes, demonstrating strong engagement and retention
- Engagement has grown steadily year over year, with an upward trajectory across the lifetime of the show
- Ranked in the Top 10% nationwide for podcasts in our subject area
- The majority of listeners are from Olympia, but we also have a large following in Seattle, nationwide listens, and oddly Germany has quite a few listeners lol

District Operations

June 24, 2026 Board Meeting Action Items

- None